

TSHEGOFATSO MARY KGOELE

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PROFESSIONAL SUMMARY

Detail-oriented and driven accounting and business professional currently advancing studies in Accountancy. Backed by practical experience in financial analysis, bookkeeping support, and administrative operations, alongside hands-on proficiency in softwares including Sage, Xero, and Microsoft Excel. Proven track record of strong analytical problem-solving, academic tutoring in economics, and seamless communication. Eager to contribute foundational financial acumen to a dynamic accounting firm.

SKILLS

- Data analysis and Tool
- Proficient in Microsoft Office: Excel, Word & Powerpoint
- Structured thinking
- Financial reporting
- Bookkeeping
- Client Relations
- Taxation & Compliance
- Quantitative Analysis
- Sage Accounting
- Xero
- Problem Solving
- Administrative & Operational Analysis
- Team Coordination

EDUCATION

Grade 12

Raeleng Secondary School

2017 – 2020 | Completed

Major Courses Completed:

- Accounting
- Mathematics
- Economics
- Business Studies

Diploma in Accountancy

Cape Peninsula University Of Technology

2023 – 2026 | Completed

Major Courses Completed:

- Business Law 1
- Financial Accounting 2
- Financial Accounting 1
- Communication
- Economics
- Business Computer Applications
- Accounting Information Systems
- Management Accounting 2
- Internal Auditing 2

Diploma in Retail Business Management

Cape Peninsula University Of Technology

2023 – - | Incomplete

Major Courses Completed:

- Retail Financial Management
- Retail Operations
- Business Computer Applications
- Retailing 1
- Communication

WORK EXPERIENCE

Economics Tutor - Cape Peninsula University of Technology

2025 – 2025

- Explained theoretical concepts and guided students through quantitative and graph analysis for microeconomics and macroeconomics.
- Designed customized study plans, identified knowledge gaps, and assisted with assignment and exam preparation to boost student academic confidence.
- Performance and managed session records professionally.

Lead Generator - Consumer Help

2024 – 2025

- Managed outbound lead generation campaigns and delivered high-standard client communication within structured corporate environments.
- Identified, engaged, and qualified individuals struggling with over-indebtedness, connecting them with registered Debt Counsellors.
- Gathered essential preliminary data, including total monthly income, estimated living expenses, and overall debt load across various credit providers.
- Scheduled consultations and follow-up callbacks for prospects requiring document gathering and further assessment.

AWARDS & SHORT COURSES

- 2023** Peer Education — Higher Health
- 2026** Conceptual Framework for Financial Reporting — Deloitte
- 2026** Inbound Sales — Hubspot
- 2026** IFRIC 23- Uncertainty over Income Tax Treatments — Deloitte
- 2024** BusinessCloud — Sage Accounting
- 2026** Fundamentals in Accounting — The Open University
- 2026** IAS38 Intangible Assets — Deloitte

REFERENCES

Nhlanhla Ndabeni — Peer Leader
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Shaadeon Hansen — Economics Lecturer
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