

ANESIPHO KAMBI

Johannesburg, Gauteng | A: upon notice
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PROFESSIONAL SUMMARY

Seasoned and committed professional finance and administration professional with hands-on experience in the public sector. My background includes finance, administration, and customer-facing roles. I am currently pursuing a Bachelor of Commerce in Accounting at UNISA, which has given me a solid foundation in financial reporting, auditing, and compliance. Throughout my practical experience at Helen Joseph Hospital and in my recent roles in reception and divisional support, I have developed strong organizational, interpersonal, and analytical skills. I consider myself a committed team player who excels in fast-paced, high-pressure environments.

PROFESSIONAL EXPERIENCE

Receptionist & Divisional Administrator **Morebo Wealth in Johannesburg from April, 2025 - June 2025**

I provided front-office reception and administrative support to various internal departments. My duties included managing incoming calls, maintaining the visitor log, and professionally directing enquiries. I also supported divisional heads with document management, scheduling, and coordination. I was responsible for maintaining accurate filing systems and handling confidential information with discretion.

Finance Intern, Helen Joseph Hospital **From July 2023 - December 2024**

I rotated through key finance divisions, including Revenue, Budgeting, Supply Chain, and Asset Management. I maintained records for more than 500 assets, improving accuracy by 20% through regular updates. Additionally, I assisted with procurement RFQs, budget documentation, and financial record keeping. I also organized and tracked financial documents to ensure compliance and audit readiness.

FORMAL EDUCATION

I am currently pursuing a Bachelor of Commerce in Accounting at the University of South Africa (UNISA), which I started in January 2025. In 2024, I earned a Higher Certificate in Accounting Science from UNISA. I also completed the Regulatory Examination (RE5) in December 2024 through the Moonstone School of Business Excellence. I received my N6 Certificate in Financial Management from Western TVET College in December 2022 and my National Senior Certificate from Jeppe College in 2019.

PROFESSIONAL EXPERTISE

I have a strong skill set that includes financial administration and reporting, customer service, and front desk operations. I am proficient in Microsoft Office and Sage Accounting, and I have experience with Elite Wealth System for client management and financial tools. I am also skilled in document management, filing, time management, coordination, problem-solving, and compliance.

REFERENCES

References will be rendered upon notice.