

BONGANI MAFULELA

Accounting and Finance Major



211-1140 Hugh Allan Drive
Kamloops, BC V1S 1T2



(778)471-0420



bbmafula@yahoo.com

ONLINE PORTFOLIO LINK: <http://bbmafula.wix.com/bonganibrucemafula>

SUMMARY OF QUALIFICATIONS:

- Bachelor of Business Administration **Graduate with Honors**, Co-op option, **Double Major: Accounting and Finance Major**
- Strong accounting/bookkeeping and administrative skills with strong understanding of accounting concepts such as Bank **Reconciliation Statements** as well as accounting changes and **error analysis**, journal entry preparation, **accrual accounting** and **adjustments**
- Strong understanding of **taxation** and the respective taxation laws acquired through tax classes.
- **Solid financial analysis skills** acquired through my investments and **Financial Statements Analysis** coursework
- **Strong Microsoft Word and Excel skills**, gained through a Cambridge International University Diploma and MIS course including advanced Spreadsheets and Relationship Database
- Familiar with Advanced Modeling Techniques, **Spreadsheet Engineering**, Analysis and Short Term **Forecasting**, Linear and Non Linear Optimization and **Spreadsheet Auditing**
- **Good critical thinking** and **problem solving skills** and the ability to report information and entering data
- **Enthusiastic, knowledge hungry learner**, eager to meet challenges and quickly assimilate new concepts
- **Goal-driven** individual with ability to work in a **high pressure environment** with little or no supervision and the capability to think outside the box

WORK AND VOLUNTEER EXPERIENCE:

Member - ENACTUS (Inspiring Young Minds), Volunteer 2010-Present

- **Supervising and mentoring at-risk youth** between the ages of 14-19
- Teaching various topics such as **budgeting** as well as **resume** and **cover letter writing**
- Organized an interactive TRU day where at-risk youth were able to experience University life in order to encourage students at Store Front School to pursue post-secondary education

Member – ENACTUS (Thompson Rivers Consulting) 2011-Present

- **Consulting for small businesses**, non-profit organizations and student entrepreneurs
- Assisted a local entrepreneur to start out his business by putting together a business plan
- Worked alongside a team to provide marketing ideas and finding ways to be more profitable for a local business called Groceries On-The-Go
- Working alongside Faculty instructors to ensure relevant and accurate deliverables
- Worked towards **meeting clients' specific needs** and adding value to their businesses
- travelled to many cities in Canada for business competitions, in cities as far as Toronto and Calgary just to name a few, and to be ranked in the top 10 within Canada wide

Club Treasurer and Group Discussion Leader - International Student Ministries (Focus Club) 2009-Present

- **Data Entry**, keeping records of all current and new members to the club
- Issuing receipts for all money received and recording the information to do with club field trips that will take place throughout the school semester
- Meeting up with club Director and giving feedback on the current club position
- Assisting international students with the initial transition into Canada
- Leading group discussions, creating interactive games and helping out some of the second language English speaking members with their English conversational skills

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Service Station Attendant – Chevron

2013 (to Present)

- Receiving cash from clients as well as charging purchases to customers debit or credit card transaction
- Processing, **reviewing** and **reconciling incoming invoices**
- Carrying out stock take for lottery, cigarettes as well light groceries
- Identifying and investigating inventory discrepancies and unravel the differences
- Order stock, and price and shelve incoming goods
- Selling lottery tickets as well as preparing day by day sales reports for fuel, lottery and other goods

Administrative Office Assistant – Expeditors, Zimbabwe

2011 (Summer)

- Organized and managed files; as well as sending out and receiving mail and packages
- Directed calls and responded to enquiries
- Responsible for basic book-keeping entries, such as invoicing

EDUCATION:

Bachelor of Business Administration (in progress)

2009-Present

Thompson Rivers University

- Accounting and Finance Major
- Co-op student

Diploma in Business Management - Cambridge International

2007

Diploma in Information and Communications Technology - Cambridge International

2007

Advanced Level Certificate – Cambridge International

2007

SELECTED COURSEWORK:

- **Completed: Advanced Financial Accounting, Intermediate Financial Accounting 1 and 2, Cost Accounting, Managerial Accounting, Assurance, Financial Management, Advanced Managerial Accounting, Financial Statements Analysis** and Investments, **Advanced Management Information Systems**, Supply Chain Management, International Business, Global Economics Strategic Management, Portfolio Management, Financial Institutions Management, International Financial Markets **and Personal Income Tax, Corporate Tax, Financial Engineering**, Accounting Theory

ACCOMPLISHMENTS AND COMMUNITY INVOLVEMENT:

- Achieved over **500 volunteer hours** from fall 2010 till present working with ENACTUS TRU and FOCUS CLUB TRU.
- Obtained a LEAP certification in entrepreneurship
- Volunteer, Campbell's Can Eat Hunger:
 - Worked with a team of student volunteers to collect food for the food Kamloops food bank through various initiatives
- **Prefect**, The Heritage School Zimbabwe
- Active participation in House of Destiny Church Kamloops, as well as Event coordinator on a volunteer basis

ADDITIONAL INFORMATION:

- **Long term goal to attain a CPA designation in Accounting**

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LIST OF REFERENCES

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