



europass

ANIKI MAREMA

Caregiver

PROFILE

A dedicated and hardworking accounting professional seeking challenging opportunities where I can fully utilize my accounting and administrative skills to contribute to the success and growth of the organization. I aim to bring efficiency, accuracy, and integrity while continuously developing my professional capabilities.

CONTACT DETAILS

Phone + 26774671443 | **Email:** tsetseaniki@gmail.com | **Address** P.O Box V414, Ramotswa

PERSONAL DETAILS

Nationality: Motswana | **Gender:** Female | **Date of Birth:** 14/09/1987 | **Languages:** Setswana and English

EDUCATION & QUALIFICATIONS

Botswana Accountancy College
Association of Accounting Technicians
(AAT) – Level 3
2007 – 2008

Kagiso Senior Secondary School
Botswana General Certificate of
Secondary Education (BGCSE)
2004 – 2005

EXPERIENCE

Accounts Assistant

Moghul Group of Companies
November 2022 – Present

- Assisting with accounting operations
- Managing financial records and documentation
- Supporting reconciliation processes and administrative duties

Accounts Assistant

Vigorous World t/a Clear Water
2019 – November 2022

- Invoicing customers
- Customer account reconciliations
- Inventory updates and stock monitoring
- Managing petty cash
- Bank reconciliations
- Purchasing raw materials

SKILLS & COMPETENCES

- Processing invoices from local and international suppliers
- Preparing supplier reconciliations
- Making online payments to suppliers
- Preparing cheques for supplier payments
- Processing TT payments in USD and handling multiple currency transfers (PULA, ZAR, USD)
- Assisting with audit preparations
- Processing insurance claims
- Managing credit card payments
- Preparing fuel summaries
- Posting journal entries and supplier discounts
- Recording transactions in the general ledger
- Maintaining cash books and reconciling cash balances

REFERENCES

Available Upon Request