

*Curriculum Vitae*  
*Of*  
*Muhammed Talhah Akoon*

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**Personal Details:**

Surname : Akoon  
First Names : Muhammed Talhah  
Date of Birth : 07 February 1996  
Age : 25  
Nationality : South African  
Race : Indian  
ID Number : 960207 5113 088  
Marital Status : Married  
Health : Excellent  
Criminal Record : None  
Driver's License : Code 8 – With Own Vehicle  
Willing to Relocate : Yes  
Contact Details : Cellphone : 060 661 4527 / 065 964 7309  
Email : [mtakoon7@gmail.com](mailto:mtakoon7@gmail.com)  
Address : 18 Sunlark Drive  
Dawncrest  
Verulam  
4340

**Educational Qualifications:**

**Tertiary Education:**

UNISA (Current) : Studying a Bcompt in Accounting Sciences  
(Spec. Financial Accounting)  
2018 - Current  
Damelin College : Mechanical Engineering  
N3 – N4  
2014

**Academic Achievement:**

High School : Verulam Islamic School  
Highest Grade Passed : 12  
Year Matriculated : 2013  
Subjects Passed : English Afrikaans  
Mathematics Accounting  
Physical Sciences Life Sciences  
Life Orientation

### **Employment History:**

Name of Company	:	Ballim & Associates
Position Held	:	Bookkeeper / Junior Accountant
Period	:	August 2016 – Current
Name of Company	:	Starh Bolt & Nut
Position Held	:	Staff Manager & Salesman
Period	:	November 2015 – July 2016
Reason for Leaving:	:	Seeking better opportunity
Name of Company	:	Vawdas Curtaining
Position Held	:	Administrator / Receptionist
Period	:	September 2015 – November 2015
Reason for Leaving	:	Contract expired
Name of Company	:	PriMedia Lifestyle
Position Held	:	Campaign Promoter
Period	:	November 2014 – March 2015
Reason for Leaving	:	Contract work for holiday season only

### **Skills Gained During My Career And Studies:**

- Excellent Command of Microsoft Office; Excel, Word, Powerpoint & Outlook.
- Vast experience using Accounting Programmes; Sage One, Palladium, Pastel 12 & Pastel 17.
- Extensive knowledge of SARS eFiling i.e filing all returns, doing objections, loading payments via credit push method, registration of VAT, PAYE, SDL and Income Tax, generating SOA etc
- Preparation, finalization and submission of Monthly and Bi-Monthly VAT201 Returns (Excel, Pastel and Palladium) for a variety of clients.
- Preparation, finalization and submission of Monthly EMP201 Returns, as well as Bi-Annual EMP501 Returns on SARS EasyFile.
- Calculations and submissions of UI-19 declarations and uploading on uFiling monthly.
- Preparation of Annual Financial Statements up to Trial Balance, maintenance of Fixed Asset Register, Vehicle Finance Repayments, etc. (Excel and Pastel) for a large number of businesses, individuals and trusts.
- Reconciliations of general and subsidiary bank accounts by gathering & balancing information.
- Accounts payable (creditors) and reconciliations.
- Accounts receivable (debtors) and reconciliations.
- Monthly management accounts.
- Maintaining financial records by analyzing balance sheets and general ledger accounts.
- Identifying errors and correcting them by posting adjusting journal entries.
- Applications and registrations for VAT, PAYE, COIDA and UIF, as well as dealing with all queries relating to such applications.
- Leadership Skills; Managing and Training Staff and being a Team Leader.
- Switchboard Operations.

- Liaise and Interact with customers and suppliers personally and telephonically on a daily basis.
- Counter sales; Daily Cash Ups, Doing Bank Deposits daily and being responsible for all money coming in and going out of the business. (Starh Bolt & Nut).
- Ordering and Purchasing of Stock.
- Promoting various Campaigns and informing potential customers on the products being advertised as well as capturing their information.
- Creating spreadsheets for all sorts of transactions on a daily basis.

**Personal Qualities and Attributes:**

- Advanced math skills.
- Excellent knowledge of accounting reporting standards and principles.
- High level of confidentiality.
- Highly competitive
- Team player
- Goal driven
- Deadline orientated.
- Attention to detail.
- Quality focus.
- Honest, trustworthy & reliable.

**References:**

Name of Company	:	Starh Bolt & Nut
Contact Name	:	Hoosen Dawood
Contact Number	:	076 615 6366
Name of Company	:	Vawdas Curtaining
Contact Name	:	Ridwaan Vawda
Contact Number	:	032 533 1496
Name of Company	:	PriMedia Lifestyle
Contact Name	:	Avisha Singh
Contact Number	:	031 514 0500