

Angela Masoe-James

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PROFILE

I am a hardworking and passionate individual with strong organisational skills and over 8 years of work experience across multiple disciplines. I am a dependable candidate successful at managing multiple priorities with a positive attitude. I am looking to challenge myself and improve my skill set. I want to apply and build the knowledge gained from my Commerce Degree in the financial industry. I am disciplined and driven to succeed.

EXPERIENCE

ACCOUNTS OFFICER | 10/2023 TO 02/2025

NZX (New Zealand Stock Exchange) - Wellington

- Developed internal control policies to improve the accuracy of financial information.
- Conducted audits of expense claims as required.
- Managed accounts receivable and payable functions including billing, collections, customer inquiries, and payments accurately and efficiently.
- Maintained accurate record keeping of all financial transactions.

WARD ADMINISTRATOR | 09/2022 – 05/2023

Wellington Hospital (Te Whatu Ora) – Newtown, Wellington

- Mastered new skills swiftly, enhancing day-to-day operations
- Coordinated communication between physicians, staff, patients, and families.
- Worked successfully with cross-functional teams under heavy time constraints.
- Upheld integrity, respect and honesty daily.

ASSISTANT STORE MANAGER | 01/2021 – 01/2022

AS Colour – Te Aro, Wellington

- Managed daily store operations, customer service, and staff scheduling.
- Developed strategies for increasing store profitability by analysing financial data and implementing cost-saving measures.
- Monitored sales activities to ensure stock levels met demand.

RETAIL ASSISTANT | 10/2019 – 01/2020

AS Colour – Te Aro, Wellington

- Assisted customers with product selection, answered questions and provided my expertise.
- Processed payments using cash register, credit card machine and POS system.
- Maintained stock levels by replenishing shelves, tidying displays and organising merchandise.
- Kept up to date on all products available in-store, online and to come.

DELI, SEAFOOD, AND NIGHTFILL ASSISTANT | 07/2016 – 09/2019

Countdown Supermarkets – Johnsonville & Newtown, Wellington

- Maintained hygienic conditions by regularly cleaning
- Ensured accurate signage and pricing on displays
- Replenished inventory on shelves

EDUCATION

Victoria University of Wellington – Wellington

Bachelor of Commerce

International Business, Finance 10/2022

University of Auckland – Auckland

Tertiary Foundation Certificate 12/2018

SKILLS

- Client-Centric
- Internal Auditing
- Accounts receivable and payable
- Internal controls implementation
- Continuous process improvement
- Solutions oriented
- Collaborative
- Team Player