

CINDY NDLOVU

Johannesburg, Gauteng • +27 71 411 4625/+27 73 327 9707
cindyndlovu94@gmail.com • linkedin.com/in/cindyndlovu/
Bookkeeper | Accountant | Assistant Accountant

PROFESSIONAL SUMMARY

Accounting professional with over 4 years' experience in full-cycle bookkeeping/accounting including managing accounts, raising invoices, issuing regular statements, and processing receipts. Operational experience in financial reporting, cash flow management, implementation of financial systems, financial reporting, budgeting, and forecasting. Technically skilled in MS Word, MS Excel, Sage One Accounting, TMS (Team work Services), Pastel Accounting and Sage300.

Core Competences and Skills

- Bank Reconciliation
- Financial Reporting
- Excellent Communication
- Financial Analysis
- Leadership
- Invoicing
- Collaborative
- Internal Control Systems
- Analytical

PROFESSIONAL EXPERIENCE

Denver Auto body Repairers

09/2017 – 09/2021

Finance Clerk.

- Raise invoices for clients, check all invoices received from the supplier for completeness and validity including the statutory required information
- Reconcile and prepare praxis allocation sheet for payment
- Create new vendors on Sage One Accounting, and pull the vendor audit trail to check that all invoices have been raised and administered filling.
- Reconcile petty cash, daily speed points transaction slips, bank statement and perform daily bank payment allocations for all business bank accounts
- Reconcile suppliers monthly to support all payments to approved suppliers and compiled remittances and send Proof of payments to the suppliers
- Effectively managed AP including ensuring that banking details on supplier invoices match that of the creditor being paid and compiled monthly creditors age analysis for review
- Processed inter-company expenses and pass journals, called suppliers and follow up on outstanding invoices, credit notes and statements.
- Ensure that clients have paid the excess before a vehicle is released and compiled paperwork for refunds to be made to customers.
- Compiled monthly financial statements and notes including the income statement.

Autohaus Panel beaters (Pty) Ltd

04/2022 – Current

Finance Clerk.

- Raise customer invoices, check all invoices received from the supplier for completeness and validity including the statutory required information
- Create new vendors on Pastel Accounting, and pull the vendor audit trail to check that all invoices have been raised and administered filling.
- Reconcile petty cash, daily speed points transaction slips, bank statement and perform daily bank payment allocations for all business bank accounts
- Reconcile suppliers monthly to support all payments to approved suppliers and compiled remittances and send Proof of payments to the suppliers
- Process cash book entries on Pastel Accounting
- Effectively managed AP including ensuring that banking details on supplier invoices match that of the creditor being paid and compiled monthly creditors age analysis for review
- Prepare Monthly and Fortnight payroll
- Managed and monitored Petty Cash spending
- Reconcile merchant card machine slips
- Allocate payments on TMS
- Reconcile Anglo African settlement statements daily
- Handle manufacturer approvals
- Handle renewals of BEE certificates
- Ensure that clients have paid the excess before a vehicle is released and compiled paperwork for refunds to be made to customers.

- Administered filling
- Compiled monthly management accounts

SUMMARY OF EARLIER ROLES

- **Cashier**, Pick N Pay, 06/2013 – 06/2014

EDUCATION

- National Senior Certificate (Matric), Jiyana Secondary School, 2012

REFERENCES

- Available on Request.