

NOMBULELOZAMOKUHLE NDEBELE

ACCOUNTS CLERK

CONTACTS

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buletie@gmail.com

35 Lorraine Avenue, Umbilo, Durban,
4001, Durban, 4001

SKILLS

- Critical evaluation
- Integrity and responsibility
- Accounting and Bookkeeping principles
- GAAP Knowledge
- Strong organizational skills
- Excellent communication skills (Verbal & Written)
- Strong analytical skills with an eye for detail
- Customer Account Management
- Sage (Evolution & Partner)

LANGUAGES

- English
- IsiZulu

ABOUT ME

Experienced Accounts Clerk with a demonstrated history of improving cash flow and reducing overdue accounts. Proficient in generating invoices, managing credit control processes, and reconciling bank statements. Adept at using Sage Evolution and Excel for advanced financial functions. Strong organizational skills, mindfulness, and effective communication abilities underline a commitment to maintaining accurate financial records. Career goal includes leveraging extensive accounting expertise to contribute to a dynamic finance team.

WORK EXPERIENCE

Accounts Clerk, Regent Business School, Durban, Durban
Mar 2017 - Present

- Generated invoices and managed credit control processes to improve cash flow and reduce overdue accounts effectively.
- Maintained a meticulous allocation of customer payments.
- Managed journals, credit notes processing, and prepared cash flow projections.
- Reconciled bank statements monthly, identifying discrepancies and resolving them promptly to keep accounts balanced.
- Executed debtor reconciliations regularly and concise debtors' overviews for management evaluation.
- Performed routine accounting duties such as data input and account balancing.
- Led troubleshooting for customer issues alongside managers.
- Ensured accuracy in financial statements through meticulous reconciliation of intercompany accounts.
- Facilitated adherence checks during audits.
- Applied advanced functions in Sage Evolution, Excel.

Finance Clerk, Sharks Protection Service, Durban, Durban
Mar 2016 – November 2016

REFERENCES

Mrs. Anjuna Krishuncoomar
Regent Business School

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E:
anjuna.krishuncoomar@regent.ac.za

Miss Buhle Khoza
Sharks Protection Services

P: 031 240 0600/073 703 4112

E: buhle@sharpoutsourcing.co.za

Miss Duduzile Mthethwa
Department of Correctional Services

P: 034 393 1110/073 187 0330

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COURSES

Management Development
Program, Regent Business School
Mar 2023

Digital Marketing and E-commerce,
Coursera
Sep 2022

- Increased efficiency in accounting operations via implementation of effective organizational methods.
- Negotiated favorable payment terms with vendors to meet company objectives.
- Reconciled bank statements and accounts.
- Organized documentation related to financial transactions of vendors.
- Ensured timely processing of invoices for accurate financial reporting.
- Prepared inter-departmental correspondence, technical memos, and reports.
- Managed office inventory and ordered new supplies when items were running low.
- Collaborated with the finance team to streamline accounting processes, enhance efficiency, and reduce errors.

Finance Intern, Department of Correctional Services, Glencoe, Glencoe Dec 2013 – November 2014

- Handling of state monies - Receipting, safekeeping, and disposal of state monies.
- Petty cash administration.
- Budget administration - Allocation of budget, preparing and adjustments of budget schedule.
- Financial Management - Clearing of inter-responsibilities.
- Compiling and consolidating MTEF Planning.
- Capturing on BAS and completion of Sundry payments and Journals.
- Maintained filing system, data, and integrity.
- Preparation for finance meetings and taking minutes.

EDUCATION

Advance Diploma in Financial Management, Regent Business School
2024-05-18

Diploma in Accounting, Icesa City Campus
2011-02-16

Matric Senior Certificate, Estcourt Secondary School
2006-12-31