

# RESUME

# Lungile Ngubane

Finance Analyst/Assistant | CIMA Trainee Accountant



## CONTACT DETAILS

📍 South Africa & China  
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## PERSONAL



### INTERESTS

- Reading Fantasy Novels • Fitness Training • Designing Clothes • Dancing
- Learning New Languages
- Experimenting with Vegan Recipes



### TRAVELS

- Indonesia
- South Korea
- China
- Bangkok
- Laos



### LANGUAGES

- English & IsiZulu (Advanced)
- Mandarin & German (Basic)

## PROFILE

Incisive and data-driven professional with Bachelor degree in Financial Accounting along-with a passion for supporting business decision-making by developing fiscal reports and learning/utilising accounting best practises.

- **Finance & Accounting:** Aptitude for creating/reviewing financial statements, reconciling transactions, correcting data problems while identifying ways to reduce costs and maintain financial/economic stability. Knowledgeable with modified cash standards and IFRS. Understanding of accounts receivable/payable, expense reconciliation, bookkeeping, and database tools, such as Oracle.
- **Audit Support:** Proven experience in delivering administrative support to execute audits for HR, governance committees, and supply chain management compliance.
- **Key Skills:** Strong communication, analytical, and interpersonal skills with capability to identify and resolve problems in a timely and efficient manner. Solid proficiency in using Excel, Pivot tables, and V Lookups to perform statistical and financial calculations.

## EDUCATION & CREDENTIALS

- CIMA Advanced Diploma in Management Accounting (Strategic Level) | Current Studies
- Bachelor of Accounting Sciences in Financial Accounting University of South Africa | 2015
- TEFL Certificate | 2017

## SKILLS & INTERESTS

- |   |                                    |
|---|------------------------------------|
| • Financial Reporting/Statements        | • Regulatory Compliance            |
| • Financial Accounting & Bookkeeping    | • Modified Cash Standards and IFRS |
| • Audit Support & Execution             | • Clerical Operations Management   |
| • Mathematical Data Collection/Analysis | • Accounts Receivable and Payable  |

## COMPUTER SKILLS

- Microsoft Office (Word, Advanced Excel, Access, PowerPoint)
- Teammate (Auditing Software)
- Oracle

## RECOMMENDATION

"Lungile is well-mannered, well-spoken and relates to everyone she meets. She is always up for a challenge... a curious and inquisitive young lady. She is culturally sensitive and courteous. She pays attention to detail, is always eager to learn new skills."

-Y Pillay (Assistant Manager: Auditor General of South Africa)

## CAREER OVERVIEW

VARIOUS INSTITUTIONS (CHINA)	English Language Teacher	Apr 2018 - Present
OFFICE OF THE AUDITOR GENERAL SOUTH AFRICA	Audit Clerk	May 2016 - Jan 2018

## PROFESSIONAL EXPERIENCE

### OFFICE OF THE AUDITOR GENERAL SOUTH AFRICA, PIETERMARITZBURG

The Auditor-General of South Africa has a constitutional mandate and, as the supreme audit institution (SAI) of South Africa. [www.agsa.co.za](http://www.agsa.co.za)

#### Audit Clerk

- Planned and executed audits to ascertain alignment of functional domains with established policies and procedures by conducting interviews with management, teams & audit steering committee.
- Obtaining an understanding of the control environment and operations via business processes to formulate relevant and risk-based audit procedures.
- Assessing the risk management function of the client, identification of focus areas through risk analysis, including documentation and variance analysis.
- Developed comprehensive reports to provide an entire overview of audit findings to the senior management that helped the leadership in making informed decisions.
- Delivered assistance for reviewing financial statements, ensuring regulatory compliance, and carrying out performance information audit.
- Gained understanding of the frameworks used in the public sector, such as the modified cash standards in conjunction with the IFRS.
- Identified and resolved errors within accounting records while adhering to organizational regulations/standards.
- Obtaining and evaluation of the relevant audit information for the team, in particular the KZN Dept of Transport 2017.
- Assignment involvement: KZN Dept of Transport and Umzimkhulu Municipality.
- Knowledge of Acts and Registration: Public Finance Management Act (PFMA); Municipal Finance and Management Act (MFMA); Municipal Systems Act; Municipal Systems Act; Municipal Property Rates Act; National Treasury SCM Regulations; Division of Revenue Act (DORA); Public Service Act (PSA); Basic Conditions of Employment Act; King III; Governance Committees.

### GIRAFFE ENGLISH NANJING | SESAME STREET ENGLISH | FASTRACK MBA, CHINA

#### English Foreign Language Teacher

- Develop detailed lesson plans to educate young learners (from the age 3) on grammatical structure and speaking variations of English language.
- Leverage highly interactive teaching methodologies to increase students' engagement.
- Consistently monitor/evaluate students' progress by conducting multiple assessments.
- Acquire strong team collaboration skills, creating and modifying daily learning materials in liaison with co-teachers.
- Create informative class lessons to enhance students' characters by developing good traits for the individual and society as a whole. Encourage creative expression in the form of dramas and visual art.
- Telephone Teaching: Review homework and correct grammar/pronunciation of students that improve speaking abilities of the students and enable them to learn without being present in the classroom.
- Establish coordination with teachers to support demos and marketing events at public places for promoting English language across the society.
- Successfully retain 16 of 18 classes in second year (at Giraffe English Nanjing) by demonstrating effective teaching methods.
- Sign-up more students for summer school (at Fastrack) that ultimately increase organisational earning.

Lungile Ngubane