

Simphiwe Sibango

100 Jorrisen Street, Braamfontein

☎ **Cell:** 071 466 2582 **E-mail:** ssibango@yahoo.com

Determined, highly motivated individual with experience in accounting, bookkeeping and administration assisting. Looking to continue studying towards a CIMA Qualification with a view to advance my management and finance studies' and Interests.

PERSONAL PROFILE

- Highly determined
 - Excellent Problem solving skills
 - Positive attitude
 - Comfortable in multi-cultural environments –excels working in a team
 - Good communication skills
 - Driven
-

KEY SKILLS and COMPETENCIES

- Good planning and work scheduling skills.
 - Sharp thinker and quick learner.
 - Quality orientated, with good problem solving ability.
 - Proficient in the following computer packages:
 - ✓ MS Excel
 - ✓ Pastel
 - ✓ Sage
 - ✓ MS Word
 - ✓ MS Outlook
 - ✓ MS PowerPoint
-

PERSONAL DETAILS

Full name : Simphiwe Sibango
Country of Birth : South Africa
ID number : 8912015830084
Languages : English, Zulu, Xhosa, Sotho
Drivers' licence : Yes (Code8)
Passport : Yes

WORK EXPERIENCE

1. Assistant Accountant

Discovery Health – Sandton Health Finance Reporting

- Preparation of the Headcount Report for Discovery Holdings
- Processing cost allocations for Discovery Health to be used for management accounts.
- Preparing monthly reconciliations for Discovery health Balance Sheet Accounts
- Preparing company internal invoices
- Preparation of client debit order files
- Preparation of statements, invoices and refund requests
- Preparation of the Discovery Health vat returns.

Duration: 1 April 2015- Present

2. Finance Administrator

Discovery Health – Sandton Health Finance Reporting

Key responsibilities:

- Administering of Discovery health current and investment bank accounts
- Processing current and investment bank entries
- Reconciliation of current and investment bank accounts
- Assisting internal and external auditors
- Handling bank account related queries
- Preparation of payment requests from bank accounts
- Preparation of the Discovery Health bank summary report for Discovery Group Finance

Duration: 04 April 2014 – 31 March 2015

1. Admin Assistant/Bookkeeping

Elliot Street Pharmacy-Mthatha

Key Responsibilities:

- Reconciling cash in tills with revenue printouts
- Investigating differences between cash in tills and revenue printouts
- Payment of suppliers
- Processing bank reconciliations.
- Processing manual banking of cash

Duration: 2008 – 2010(Part time)

Reference: Nontuthuzelo Sibango (Managing Director)

Contact details: 0845052407/Ntutu01@gmail.com

2. Intern(General assistant)

Godfirst Church (volunteer work)

Key Responsibilities

- Capturing Data and Statistics
- Event Planning & Co ordination
- Coaching and leading Small groups
- Managing Communication with Organisation Members
- Core Leader

Duration: 1 February 2011 – 30 November 2011

Reference: Dan Plageron (Site Leader)

Contact Details: 0769231811/dan.plageron@gmail.com

3. Isilumko Media (studentwise)

Key responsibilities

- In store promotion of products
- Distribution of product samples
- Flier distribution

Type of employment: Part time

Duration: November 2012 – December 2013

Reference: Kutlwano (Promotions Manager)

Contact details: 0721099169/kutlwano@isilumko.co.za

4. Arteparteez (Kids parties' company)

Key Responsibilities

- Supervising kids parties
- Purchasing of stock

Type of Employment: Part time (Weekends)

Duration: June 2013 till November 2013

Reference: Kirsty Paxton (Company owner)

Contact details: 0842070180/arteeparteez@gmail.com

EDUCATION & QUALIFICATIONS

Matric

2007 **Senior Certificate** HTS Louis Botha

Degree

2010 BCom Accounting University of the Witwatersrand

Subjects Passed in 3rd year: Accounting III, Management Accounting and Finance III

Work Readiness Programme

Institution: Guarantee Trust Corporate Support Services (Pty) Ltd

Qualification: FASSET Funded Work Readiness Programme

Year Obtained: 2013

Courses

- Study And Training Tools for Professionals including
- Dictionary Course
- Communication Skills
- Rules of Professional Conduct
- Office Orientation & Basic Staff Hat
- Accounting Refresher Course – Basic Bookkeeping
- Computer: MS Word, MS Excel and Pastel
- Virtual Office Practical Accounting Office Training

Virtual Office Workplace Simulation for Trainee Details:

The Virtual Office provides each trainee with documents for real businesses, whose books have already been done. The trainees use a check sheet to guide themselves through each step of the process. Each business is dealt with one at a time, VAT period by VAT period. Books are coded and processed and VAT returns completed per period.

Reference: Vincent Erasmus Contact details: [0735602755](tel:0735602755)/vini@ananzi.co.za.

Working towards a CIMA Qualification, already completed E1 and F1.