Jabulani Mahlangu

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Professional Summary

Detail-oriented and dedicated university graduate with a BCom in Accounting and solid foundational experience supporting financial operations. At my previous workplace I have used my knowledge of compliance with financial standards i.e., IAS and IFRS to design and implement internal financial controls for Non-current Asset management, Bank reconciliation, Inventory and Payables. Trained Staff for their various financial duties. Achieved unqualified Audits for 8 years. Eager to Support your department in capturing and bookkeeping of financial data, processing payments, maintaining asset registers, and reconciling accounts. Proficient in Microsoft Excel, Microsoft Access, BAS and JYP.

Skills

- BAS & JYP
- Pastel Evolution LU1 & LU 2
- Invoice & Payment Processing
- Creditors & Supplier Reconciliations
- Compliance with PFMA & Treasury Regulations
- Compliance with IFRS and IAS
- Fixed Asset Management
- Advanced Excel
- Cashbook & Bank Reconciliation

Professional Experience

Financial Accountant – KTVR Bus Service (Pty) Ltd
Dates worked: Sep 2016 – Jan 2024
Ref: Bongani Nkomo – 011 823 1672

- Contributed to the design of internal controls and assisted fellow staff members in their implementation
- Accurately captured and processed financial transactions in accounting systems
- Prepared weekly bank reconciliations across multiple accounts
- Prepare petty cash reconciliation and submit for top up
- Managed fixed asset register and calculated monthly depreciation

-Conducted bi-annual Asset Verifications
- Supported month-end financial close processes and audit requests
- Presented Fixed Asset Records to external auditors and resolved Audit findings
- Ensured compliance with accounting policies and procedures

Budget & Treasury Intern – Lekwa Local Municipality
Dates worked: Sep 2013 – Feb 2014
Ref: Linda Tshabalala Municipal Manager

- Monitor and report on budget vs actual consumption for all income statement line items e.g.
- Processed virements and reallocation of budget line items
- Maintained accurate financial records and documentation
- inform all departments of remaining budget weekly

Provisioning Admin Clerk – Department of Justice, National Office
Dates worked: Mar 2012 – Aug 2013
Ref: Sibongile Kekana Assistant Director Tel: 012 315 1111
- Conducted physical asset verifications and inventory updates on JYP system
- Tagged and recorded new assets JYP
- Ensured proper documentation reporting
- achieved unqualified audits for 2 consecutive years
- Asset Disposals and Lease disclosure note for leased photocopiers.

Audit Vacation Work (Intern) – KPMG Auditors
Jun 2010 & Jan 2011
- Assisted audit teams in collecting substantive audit evidence
- Recalculated depreciation and inspected asset registers
- Participated in stock counts and physical asset verification

Education

University of Johannesburg – BCom (Accounting), April 2013
Modules covered: Financial Accounting, Taxation, Auditing, Financial Management
Computer Literacy: Advanced Excel, MS Access, MS Word, PowerPoint, Pastel Accounting

Stanwest Combined School – Matriculated 2006
Subjects: English, Afrikaans, Mathematics, Accounting, Physics, Biology