267 Hospital View, Lilian Ngoyi, Crescent
Street Tembisa, 1632
078 696 4068
Mr.Ndaba.M@gmail.com
IsiZulu, English, IsiXhosa and Sesotho

MXOLISI NDABA

PERSONAL STATEMENT

Detailed-oriented and results-driven finance professional with over 6 years experience in financial accounting operations, reconciliations, cash management and transaction processing within a highly regulated environment. Proven expertise in month-end close processes , bank and balance reconciliations, cash flow monitoring, risk reporting and stakeholder engagement. Strong system exposure (SAP) with the capacity to grow into full IFRS financial reporting, audit coordination, and asset management responsibilities. Seeking to contribute value in a Financial Accountant/Senior Financial Accountant role.

PERSONAL INFORMATION

Driver's License | Code 10

EDUCATION

B-Tech degree in Credit Management | Tshwane University of Technology
2021

National Diploma in Credit Management | Tshwane University of Technology
2016

National Senior Certificate | Ingqayizivele High School
2012

EXPERIENCE

Regional Reconciliations Administrator | G4S Cash Solutions
June 2021 – Current

- Perform monthly and period-end reconciliations ensuring accuracy and completeness of financial records.
- Conduct three-way balancing of cash floats across multiple banking institutions (Absa, Nedbank, Capitec, G4s, Fnb, Ithala and Bidvest)

- Review teller cash counts and cash processing reports to ensure compliance with internal controls.
- Identify, investigate, and report irregularities, exceptions and emerging financial risks.
- Prepare reconciliation reports and provide feedback to management and key stakeholders.
- Support month-end close activities through timely submission of reconciled balances.

Key Achievements:

- Improved reconciliation turnaround times and reduced unresolved reconciling items.

Call Centre Agent | G4S Cash Solutions
March 2021 – June 2021
- Answering calls, responding emails and logging calls for branches.

Accounts Payable Clerk | G4S Cash Solutions
February 2020 – March 2021
- Processed supplier invoices on SAP, ensuring correct allocation to general ledger accounts.
- Perform creditor reconciliations and resolved supplier queries timeously.
- Monitored payment runs and supported cash flow management through accurate invoice tracking.
- Maintained supplier master data and ensured compliance with internal financial controls.
- Allocated operational expenses in line with accounting policies.

Reconciliation Administrator| G4S Cash Solutions
August 2018 – February 2020
- Compiled and reviewed daily and monthly bank reconciliations.
- Assisted with investigations into cash discrepancies and control breaches.
- Prepare financial reports, schedules, and supporting documentation for management review.
- Process financial deposits and payments.

Finance Internship | G4S Cash Solutions
August 2017 – July 2018
- Creating purchase orders - SAP system.
- Follow up on stock requests and approve requisitions.
- Follow up on outstanding debit order invoices.
- Ensure procurement policies are followed.

Cashier / Salesperson | The Foschini Group (Exact)
July 2016 – July 2017
- Processing cash, credit transactions and receiving stock.
- Check daily store banking and store administration.
- Solving account queries and providing customer service.

COMPETENCIES

- Bank Reconciliation.
- Cash Management and Cash Flow Monitoring.
- Accounts Payable and Expense Allocation.
- Financial Accounting and Reporting Support.
- General ledger integrity and controls.
- Risk Reporting.
- SAP Financial Systems.
- Advanced Microsoft Excel.



REFERENCES

- **Gladwell Mohlala**
  G4S Cash Solutions
  Reconciliation Administrator
  010 001 4500
  069 472 4007
  gladwell.mohlala@za.g4s.com

- **Pranusha Shaik Ahmed Reddy**
  Dis-Chem Pharmacies
  Non-Trade Creditors Supervisor
  083 650 7217

- **Boitumelo Datsa**
  Ingrain S.A
  Accounts Payable Clerk
  078 092 4672
  011 458 5000
  boitumelo.datsa@ingrainsa.com