

# LUNGISA MBOLEKWA

## CONTACT

- 069 451 7562/ 067 339 0582
- mbolekwa.lungisa@gmail.com
- None
- 387 Teanong, Tembisa,1632

## SKILLS

- Data Entry
- Oracle and Pastel
- Attention to detail
- Microsoft Word, Excel and Outlook
- Planning and Organizing
- Customer support and relations
- Fast learner and confirming to Teamwork
- Critical Thinking

## EDUCATION

### Dowerglen High School

National Senior Certificate

2007-2011

### University of Johannesburg

National Diploma in Accountancy

2013 - 2017

## LANGUAGES

|         |       |
|---------|-------|
| English | ◆◆◆◆◆ |
| Xhosa   | ◆◆◆◆◆ |
| Zulu    | ◆◆◆◆◆ |

## PROFILE

I am highly competent in written and oral communication skills. Strong analytical, conflict management and time management skills. Excellent interpersonal, verbal and written communication skills. I have strong initiative ability, judgement and discretion and ability to work independently but yet be a team player. My work background has exposed me to diversity and inclusion. I hold a National diploma in Financial Accounting and a valid code 10 drivers' license.

## WORK EXPERIENCE

### Champion Service Consultant

Capitec Bank Ltd 01/03/2018 - 31/05/2018

- Welcoming customers .
- Efficient queue functioning.
- Verification of customer documentation.
- Contribute to improving the overall customer experience by identifying client needs and guiding them to the best online resources alternatives for self-service, online banking, or other channels.
- ATM assistance.

### Finance Intern

Airports Company of South Africa 01/06/2018 -31/12/2019

- Accounts Receivables
- Adhere to relevant statutory/legislative regulations, SOP's, operational standards, policies, procedures and practices.
- ·Oversee record keeping / safekeeping of all documents relevant to the function.
- · Establish internal control systems and manage the implementation of control measures to mitigate risk.
- · Facilitate supplying information to internal and external auditors in order to meet objectives and ensure audit findings are addressed effectively in area of responsibility.
- · Process transactions or documents in terms of the predefined processes within stipulated service level agreements.
- · Identify and report non-routine/non-compliant transactions or documents and escalate to team leader.
- ·Follow up on all enquiries received.
- ·Resolving daily Debtors queries.
- ·Debtors reconciliations
- ·Maintaining debtors Master Files and Credit Limits.
- ·Distributing Invoices and Statements.
- ·Daily / Weekly / Monthly Reporting to management on outstanding debtors
- ·Assisting with debtor's review project.
- ·Other responsibilities as allocated from time to time.

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## REFERENCES

DANFORD BILA (CAPITEC BRANCH  
MANAGER)

073 422 0663

THEMBA TSOTETSI ( ACCOUNTS  
RECEIVABLES SUPERVISOR  
062 704 9235 / 084 625 4449

ZAMANI NTULI (ASSET  
MANAGEMENT MANAGER)  
082 866 2248

RIVONIA NGWENYA (ACCOUNT'S  
PAYABLE SUPERVISOR) 071 491  
2464

- Accounts Payable
    - Perform all accounts payable administration functions.
    - Process supplier invoices and credits notes and payments on ERP system in terms of the predefined processes within stipulated service level agreements.
    - Maintain strict control on invoices received for capturing.
    - Prepare monthly supplier reconciliations and resolve the un-reconciled items on accounts payable ledger.
    - Ensure that supplier banking details are verified.
    - Resolve and reduce 60 days or more on creditor's aging.
    - Perform record keeping / safekeeping of all documents relevant to the function.
    - Manage the petty cash and reconcile daily.
    - Participate in accounts payable sub-ledger month end closure.
    - Support the internal and external auditing processes.
    - Adhere to relevant statutory/ legislative, standard operating procedures, operational standards, policies, procedures and practices.
  - Assets Management.
    - Month End Reporting and Recons.
    - Reviewing of Monthly WIP Expenditure Reports.
    - Responding and assisting with BU Staff queries regarding Fixed Assets and Projects.
    - Attending to ad-hoc Fixed Fixed Assets Project/Assignment (inclusive of Fixed Assets Plan as per above).
  - Tax
    - Calculating VAT.
    - Calculating Provisional Tax.
    - Compiling a Tax Computation.
    - Complete Income Tax returns, based on the necessary information obtained from clients, other than those for which financial statements have been prepared for by the Audit and Bookkeeping Departments.
    - Complete individual tax returns, company tax returns, and trust tax returns.
    - E-filing of tax returns.
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# LUNGISA MBOLEKWA

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TO WHOM IT MAY CONCERN,

I am applying for the above position within your company as it is a role that I can perform exceptionally well to a high standard.

In addition to being a strong communicator, good team player, fast learner and someone that is willing to learn new skills in addition to my current skills listed on my resume, I am a person who understands how vital my performance within the role is to ensure success and surpass of the company's goals.

I have the ability to adjust quickly to different tasks and to remain calm and focused at all times in this fast-paced environment. I am confident that I can be a great asset to your company and if I succeeds in my application ,I assure that I will perform all my duties to an exemplary standard to quickly become a team member who contributes positively to the organization's objectives.

Hope to hear from you soon.

SINCERELY,



LUNGISA MBOLEKWA

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