**HULISANI MURUNWA OWEN LISHIBA**

**80 NORTH AVENUE, BEZUIDENHOUT VALLEY, JOHANNESBURG, 2094**

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**Objectives**

* To be an integral part of a dynamic institution where my enthusiasm and hard work will lead to success not only for me but also for the company I represent. I need to be a part of a progressive team where creative thinking and collaboration solves problems and contributes to the well-being of the company. A self-motivated, confident, expressive individual who can work under pressure independently performing or as a team player, I have good traceable leadership record with persuasive and influential skills when communicating.

**Personal details**

Nationality : South African

Ethnic group : African

Date of Birth : 17-08-1984

Gender : Male

Marital status : Single

Languages : English (Read, Speak & Write), Tshivenda (Read, Speak & Write), IsiZulu (Speak), Isixhosa (Speak), Sepedi (Speak), Sesotho (Speak), Setswana (Speak) Xitsonga (Speak) and IsiSwati (Speak)

Criminal record : None

Drivers’ license : Code C1

**Skills**

**Technical Skills:**

* Strong administrative and organisational skills
* Fully proficient in MS Office (Excel, Word, Outlook, PowerPoint)
* Strong numerical skills
* Attention to detail.
* Initiative, self-driven, appropriately assertive
* Ability to prioritize and work under pressure.
* Proficient and confident verbal and written communication skills
* Good team player with the ability to work independently when required.

**Professional History**

**Administration Assistant • Commission for Conciliation, Mediation and Arbitration *•* 06/02/2019 to date**

**Responsibilities:**

* Processing of supplier invoices, performing reconciliations and processing payments
* Data capturing, Document Processing and Verification
* Administration of orders and reconciliations
* Maintaining effective supplier and internal relationships
* Provide prompt, courteous service to all external and internal customers.
* Assisting customers with general queries, answer customer inquiries/communications as required
* Contract and Travel Administration
* Petty Cash Controller
* Financial Administrative and Clerical tasks
* Ensure that all administrative tasks are performed to the highest level of quality standard as agreed to the management.
* Provide General Administration
* Adheres to all Organization policies, procedures, and guidelines.
* To ensure that proper controls are implemented so that items of furniture and equipment are properly cared for, and maintenance is regularly administered.
* To ensure that one is adequately equipped with the necessary tools to effectively and efficiently carry out one ‘s work.
* To ensure that accepted procedures are followed when a write off is recommended.
* Create requisition for any services that the Organisation request.
* Performs other related duties as assigned by management.

**Finance Admin Clerk • Tshakhuma Barotta UIGC Farm •04/09/2017 – 21/12/2018**

**Responsibilities:**

* Prepare Financial Statements and operational reports.
* Analyse Financial reports and advice management
* Drafting of budgets
* Achieve key performance targets and objectives and deliver on bottom line budgetary goals.
* Focus on maximizing business exposure and risk the company.
* Report on and monitor prospecting and budgetary performance and initiate measures to correct situations where necessary.
* Capturing of incoming and outgoing invoices
* Safe keeping of all cash sold and deposit receipts.
* Handle cash transactions and keep reports.
* Issue receipts, refunds, and change.
* Procure goods and payments of suppliers.
* Maintain Petty Cash register.
* Maintain weekly and monthly reconciliation of ledger accounts.
* Render and capture all financial accounting transactions.

**Reason for leaving**: **Career Advancement**

**Internship Programme: Financial Management • Department of Rural Development and Land Reform *•* 01/07/2016 – 31/07/2017**

**Responsibilities:**

**Budget**

* Monitoring budget performance
* Compile weekly financial performance report for the entity as well as the Chief Directorate and submit for review within the set timelines.
* Request report to identify Misallocations and ensure that it is cleared on a weekly basis on (BAS and ACCPAC)
* Co-ordinate the alignment of the Department Management Plan for the Chief Directorate
* Assist in compiling budget during budget process.
* Compile Financial and Treasury reports.
* Gather and co-ordinate all inputs required for the compilation In Year Monitoring reports, Entities quarterly reports and declaration of surplus or deficit to treasury.
* Compile other ad-hoc budget and expenditure reports as and when required.
* Keep accurate and complete accounting information.
* Keep physical and electronic records of all budget and expenditure information.

**Accounts Payable**

* Render and capture all financial accounting transactions.
* Receive invoices, check invoices for correctness, verification, and approval.
* Check invoices and Capture payments and filing of all documents.
* Perform document control and capture them.
* Scanning of payments document and verify documents on document control report.
* Safely filing of financial documents in the filing room and using filing systems
* Keep records for all requisitions and keep filing room tidy and safe.

**Reason for leaving: Contract Expired**

**Assistant Educator** **• Department of Education • 14/03/2011 – 07/12/2012**

**Responsibilities:**

* Prepare lessons according to lesson plan and study material.
* Conduct classes according to the official study material.
* Keep a daily attendance register which will be audited.
* Set and mark class tests and compiling year MARKS.
* Set and mark examinations papers and finalize marks.
* Perform invigilation duties during examination time.
* Perform any administrative and any other duties as allocated.

**Reason for leaving: Contract Expired**

**Education**

**Association of Accounting Technician • Midrand*• 26 June 2016 – Completed***

**Diploma in Accounting**

**University of Venda • Thohoyandou*• 23 September 2010 – Completed***

**Bachelor of Commerce (Accounting)**

**University of Venda – Thohoyandou – 12 October 2010**

**Certificate: Computer Application and Packages**

**Thasululo FET College • Tshisaulu*• December 2003***

***Senior Certificate***

**Subjects passed:**

* TshiVenda 1st Language
* English 2nd Language
* Afrikaans
* Accounting
* Business Economics
* Economics

**References**

* Name Maletsie Lerefolo
* Position Record Management Specialist
* Contact Details 011 377 6709
* Email Address MaletsieL@CCMA.org.za
* Name Monde Jini
* Position Applications Developer
* Contact Details 011 377 6943
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