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| NONHLE SHABALALA | 71 SunSet HillVorna Valley  Midrand 1682  +27 83 316 8067  [Shabalalanonhle46@gmail.com](mailto:Shabalalanonhle46@gmail.com)  IsiZulu, English  Gender : Female  ID No: 9401191103085  Driver’s License: C1  Willingness to relocate |

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|  | Objective |

Authentic self-directed and result-orientated with more than 5years experience in Administrator and Financial management. I am a highly organized, dedicated person with positive attitude, good interpersonal skills, and good communication skills. I am I adaptable to changes and eager to learn. I have a passion for imparting knowledge, working with people and meeting new challenges. I am able to work at own initiative and as part of a team.

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|  | Education |

**Financial Management N Diploma (NQF Level 6) Majuba FET College**

**Grade 12 | Nkosibomvu Secondary School**

2013

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|  | Experience |

**Financial Management and Administrator| Nkosibomvu Secondary School**

MARCH 2016 – JULY 2022

**Data Capturing**

\*Assisted in the capturing of data for learners information and assessment result on the SASAMS computerized system.

**Filling**

**\***Responsible for filling of financial documents such as supplier invoices, Bank statements, returned paid cheques, purchase requisitions, debtor remittance advice statements.

\*Liaison with the external Auditors for additional information required doing audits of school books.

**Client Relations/Customers**

.\*Verifying when service providers have received their payments.

\*Checking of supplier invoices received from suppliers and service providers to ensure accuracy and completeness and verifying if goods/services were indeed received as per invoice.

\*Following and resolving queries from the bank reconciliation and finding quotations from various service providers when school purchases are being made.

**Business Online Banking**

\*Creation of creditors in payment of employee salaries and wages.

\*Transfers of accounts, Creation of service provider and CDIs. Statement of payments and verification.

**Financial Records**

Completed cashbooks for the school for periods January to December every year. These cashbooks were reconciled with the Bank Statements.

**Control Petty Cash**

\*Assisted the school Clerk with issuing of Petty cash for travel allowances for educators when they attended workshops.

\*Also reconciled petty and facilitated replenishment using an impress system.

**Issuing Receipts/Invoices**

\*Assisted with issuing of receipts for various churches and community members hiring classes for workshop and other reasons.

Issuing receipt to the learners who paid they school fees at school.

**Stock Control**

\*Assisted in the control of textbooks stock, receiving new books and recording these as well as facilitating the issuing of books to the learners at the beginning of the year.

\*Checking whether every item of property is good condition and noting problems.

**Data Capturing (Contract)**

Mix Telematics Customer Service

From 15 November 2022 to 31 May 2023

**DEVELOPED ABILITIES AND SKILLS**

**My career to date has enabled me to:-** Implement quality service delivery

- Facilitate and most importantly driving behavioral change.

**-** To communicate with people at all levels

**-** Have confidence in my abilities to make changes

**-** The ability to apply my skills in a positive & optimistic manner

**-** To liaise with Stakeholders & Communities

**-** To handle difficulties within working environment

**-** Ability to implement all related legislations where they applicable

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| Related image | references **Name : Mr. Sifiso Cebekhulu**  Company : Nkosibomvu Secondary School  Position : Principal  Telephone : 032 944 1907  Cell : 082 650 2063  Email : [nkosibomvusecschool@telkomsa.net](mailto:nkosibomvusecschool@telkomsa.net)  **Name : Miss Melissa Muller**  Company : Mixtelematics  Position : HR Admin  Telephone : 011 654 8100  Cell : 011 654 8100  Email : melissa.muller@mixtelematics.com |