



# Nompumelelo Mpumi Dube

## Accounts Payable Manager

I am a 40-year-old experienced and energetic accounting professional with a Bachelor of Commerce degree. I have over 10 years of experience in finance and 18 months in the mining industry. I am a strong team leader and logical thinker with an aptitude for learning. I possess excellent communication skills, am ambitious, and fully prepared to meet the goals outlined in the job description. I am a skilled multitasker, well-organized, and very deadline-driven. I specialize in bank reconciliation, budgeting, balance sheet management, client reporting, and supplier payments (both local and international). My computer skills include proficiency in Microsoft Office Suite, AX Dynamics, INFOR EAM, My Market, and Pastel.

### Contact

mpumi.dube1984@gmail.com

+27761548938

ROOIHUISKRAAL

### Education

- **Bachelor of Commerce**  
Completed 2019

**Financial Accounting**  
*Completed 2005*

### Skill

- Account Management Skills
- Team Management
- Balancing Skills
- Critical Thinking
- Communication Skills

### Language

English  
IsiZulu  
SeTswana

### Social Media

**LinkedIn**  
[nompumelelo-dube-8ba6bb53](https://www.linkedin.com/in/nompumelelo-dube-8ba6bb53)

### Facebook

<https://facebook.com/mpumi.dube1>

### Work Experience

Mar 2022- April 2024

MTHATHE MINING

#### SITE ADMINISTRATOR MANAGER

Production report; Explosive and Blasting reconciliation; Drilling Meters review and reconciliation, Plant meters, review site clerk's weekly work; handling petty cash; Reconciliation, review invoices and quotes before approval, review availability and utilization of machine daily, Cost report; Validated plant hours daily

2018 - 2022

TSEBO FACILITY SOLUTION

#### ACCOUNTS PAYABLE MANAGER

Review supplier reconciliation, upload journals from administrators, overseeing accounts payable department for 14 African countries, review and upload accruals, KPIs for the administrators, load payments in ABSA, Ecobank, Standard Bank and Standard Chartered Bank, ensure deadlines are met, ensure AP ledger is always updated

2016-2017

TSEBO FACILITY SOLUTION

#### FINANCIAL CONTROLLER

Bank Reconciliation, Petty Cash, Cash Projection; Balance sheet and Budget, Creating Customer invoice; Balancing Inter-Company; Cash Book

### Reference

Japther Mthethwa  
Mthathe Mining Director

Phone: +27 73 322 9527  
Email : [japhterm@outlook.com](mailto:japhterm@outlook.com)

Thabiso Kgatla  
Colleague

Phone: +27 76 366 6889  
Email : [kgatla.thabiso@gmail.com](mailto:kgatla.thabiso@gmail.com)