



SINOVUYO NOAH

FINANCE ADMINISTRATOR
(ACCOUNTS PAYABLE): REMOTE

PROFILE

Experienced Finance Administrator with expertise in Accounts Payable, financial analysis, and administrative support. Skilled in daily cashflow recording, invoice processing, vendor relations, and compliance. Currently pursuing a master's degree in Organisational Leadership, complemented by a solid educational foundation in Business Administration.

CONTACT

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(+27) 81 476 1560

Gauteng, South Africa

KEY SKILLS AND CHARACTERISTICS

Excel (intermediate to Advanced) • Sage (Accounting Software) • SharePoint (Intermediate end-user) •

Google Docs • MS Office suite • CRM • Customer and Client relations • Analytical skills • Leadership • Attention to detail • Organizational skills • Google Docs

EXPERIENCE

FINANCE ADMINISTRATOR (ACCOUNTS PAYABLE)

TOUCH SUPPORT INC (USA REMOTE)

MARCH 2023-CURRENT

I excel in managing daily cashflow recording, invoice processing, payment processing, vendor relations, expense reporting, recordkeeping, budget oversight, compliance, systems utilization, month-end closing support, communication, and problem resolution in accounts payable. My achievements include accurately recording daily banking transactions, efficiently reviewing and coding invoices, processing payments within tight timelines, fostering strong vendor relationships, handling employee expense reports with precision, maintaining meticulous records, contributing to budget monitoring efforts, ensuring strict compliance with regulations, leveraging advanced accounting software, collaborating seamlessly with other departments, and swiftly resolving issues to minimize errors and optimize operational efficiency.

ADMINISTRATIVE CLERK

OUTDOOR WAREHOUSE (PRETORIA EAST)

JUNE 2016-JUNE 2019

In my role, I demonstrated strong financial management skills by preparing weekly and monthly reports, managing the cash office, addressing banking queries, and conducting thorough analyses of financial statements to aid in budget preparations. Additionally, I provided extensive clerical support, including proficient data entry, efficient document management, and effective email correspondence. I conducted weekly administrative audits to ensure operational efficiency and managed office stationery for seamless workflow. Moreover, I actively contributed to human resources tasks by assisting in recruitment processes, training junior staff members, and conducting HR audits. I also handled receptionist duties and oversaw stock management processes, ensuring smooth operations in receiving, auditing stock transactions, and coordinating requisitions with suppliers and Head Office.

EDUCATION

- MASTERS DEGREE ORGANISATIONAL LEADERSHIP (CURRENT)
- POSTGRADUATE DIPLOMA BUSINESS ADMINISTRATION (2023)
- ADVANCED DIPLOMA BUSINESS ADMINISTRATION (2022)
- NATIONAL DIPLOMA RETAIL BUSINESS MANAGEMENT