

# Nombulelo Simelane

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## About Me!

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I am an attentive and detail-oriented professional, guided by integrity and committed to consistency in my work. I am a collaborative team player, I am punctual in meeting deadlines and highly organized.

I bring relevant experience in exceptional customer service, financial accounting principles, organization, reconciliation, and cash management. I am motivated to grow, take on responsibilities, and thrive in dynamic, fast-paced environments.

## Education

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– <b>Bachelor of Commerce</b> - Milpark Education	In progress
– <b>Sign Language Course (Online Beginner Level)</b>	2025
– <b>Introduction to Business Intelligence</b> - Corporate Finance Institute	2024
– <b>Certificate in Growth Drivers &amp; Business Risks</b> - Corporate Finance Institute	2024
– <b>Higher Diploma in Banking</b> - Milpark Education	2017
– <b>Higher Certificate in Banking</b>	2015
– <b>Certificate of Attendance in Business Continuity Management</b> - Disaster Management Solutions	2014
– <b>Certificate in Accounting &amp; Finance</b> - Institute of Commercial Management (ICM)	2009
– <b>Professional Part 1 (Association of Chartered Certified Accountants - ACCA)</b>	2005
– <b>AAT 4 (Association of Accounting Technicians)</b>	2004

## Experience

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<b>Status Capital Building Society</b> , Frontline Supervisor	Ezulwini Jun 2020 – Present
<ul style="list-style-type: none"><li>• Drawing report for monthly payments and reconciliation of monthly interest payouts</li><li>• Weekly review of customer engagements and resolving complaints</li><li>• Growing deposits through sales</li><li>• Record keeping of customer records</li><li>• Liaise effectively with external auditors during annual audits</li><li>• Receiving, reviewing and approval of loan applications</li><li>• Chairing of operations meeting</li><li>• Compile customer statements for investment tracking</li><li>• Reviewing and monitoring of customer accounts</li><li>• Authorizing and monitoring online transactions</li><li>• Authorizing of forex payments transactions and approval on the global payments system using ISO 20222 standards</li><li>• Ensure payment vouchers are approved with attached invoices, statement, purchase orders as per internal accounts payable process</li><li>• Monitoring postings for daily transactions of bank statements</li></ul>	

- Champion in developing products, price guide and interest rates offering
- Assist in withholding tax preparation and tax certificates for compliance

**Swaziland Building Society, Branch Administrator**

Mbabane, SZ  
Aug 2011 – Sept 2019

- Monitoring tellers and branch cash float
- Weekly review of customer feedback
- Compile incident reports and risk register
- Ensure delivery chain of dispatched documents is adhered to various departments of the Society
- Reviewing transactions if processed to correct General Ledger accounts before authorizing
- Daily reviewing of bank statements reconciliations
- ATM cash replenishment and ATM transactions authorizing
- Ensure business processes are in place and compliance thereto
- Recording, tracking and reconciliations of supplier branch invoices from Finance department
- Performance Management system compliance
- Ensure accuracy in cash handling, reconciliations, GL postings and confidentiality across all customer dealings
- Liaise effectively with internal and external auditors and ensure no repeat findings
- Maintain branch asset register
- Ensure no revenue leakage
- Reviewing and authorizing of loans within limit
- Preparing and monitoring loans movement

**Swaziland Building Society, Acting Assistant Accountant**

Mbabane, SZ  
Jan 2014 – July 2014

- Assist in preparing payroll and all deductions for non-management
- Monitor bill payments and invoices due as per age analysis
- Provide support on pro forma budgeting , preparing of management accounts, general ledger postings as per financial reporting standards
- Compiling general ledger for branches to determine revenue and expenditure
- Conducting surprise checks on petty cash register
- Other office duties to support financial and accounting operations in the department

**Swaziland Building Society, Back office ledgers clerk**

Mbabane, SZ  
Jan 2009 – July 2011

- Preparing salaries and processing of all organizations salaried within the Society
- Ensure correct general ledger posting codes are used to ensure no revenue leakage and allocation as per accounting principles
- Receive and Dispatch mail to all departments mark confidentiality where applicable
- Track and post incoming customer payments through bank statements
- Report any incidents to Branch Manager
- Paying attention to detail, reconciliation and ensuring zero suspense account
- Prepare corrective journal entries to address necessary adjustments
- Placing cash orders for all Society branches to Central Bank of Eswatini
- Daily balancing of general ledgers and feed to Finance department and treasury department

- Preparing and processing of debit order instruction to other banks
- Liaise effectively with internal and external auditors during annual audits
- Champion leader on introduction of ATMs

**Swaziland Building Society, Teller**

Mbabane, SZ  
Jan 2004 – July 2009

- Cash Management
- Adherence to turn around time
- Receiving and paying out cash as per customer request
- Depositing of cheques
- Cross selling of the society products and keeping sales leads active
- Daily balancing of cash
- Alternating to enquiries desk for customer account opening, performing internal and external transfers- EFT and loan application processing

**Oxford Business Institute, Administrative Clerk**

Manzini, SZ  
Jan 2002 – Feb 2004

- Inhouse bookkeeper, maintained financial books, tracked expenses, prepared invoices and oversaw the whole payroll through pastel, record keeping.

## Skills

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- Confidentiality and integrity
- Cash Management
- Reconciliation
- Fast learner and adaptable
- Reliable and responsible
- Attention to detail
- Effective communicator
- Ability to prioritize tasks to meet deadlines

## REFERENCES

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**Mr Zithulele Mabuza**

Finance Manager  
Nedbank Eswatini  
Contact: 7612 7508

**Ms Tengetile Dlamini**

Branch Manager  
Swaziland Building Society  
Contact: 7605 7603

**Mr Sibusiso Auto Dlamini**

Manager Banking Operations  
Status Capital Building Society  
Contact: 7602 0731