



SIMPHIWE NDABA

ACCOUNTANT | CODING MENTOR



SKILLS

Java | Python | SQL
HTML | CSS | JavaScript
Docker | Git

Debtors/Creditors/Cashbook
Payroll Processing
Evolution, Pastel, Accpac (300)

EDUCATION

HyperionDev
Software
Engineering Bootcamp
2021

University of Cape Town
B.Com: Financial Accounting
2007 - 2010

George Campbell THS
2001-2005

CONTACT

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https://simminda.github.io/Si
mphiwe_Ndaba_resume/

PROFILE

I have over 10 years accounts experience. My goal is to accept a challenging position in a dynamic environment where I can fully utilize my knowledge and skill-set + learn more. I am eager to be a part of a strong team where my calm systematic approach, attention to detail and effective communication skills will add real value

WORK EXPERIENCE

General Accountant (Jun 23 – Current) Bofin Consulting (Accounting Services)

- ☐ Implementing accounting systems for SMMEs
- ☐ Validation of source documents to General Ledger.
- ☐ Periodic reporting, Preparation and finalization of Trial Balance.
- ☐ Monitor and analyze financial discrepancies.
- ☐ Analytical Review of financial numbers and explanations.

Technical Accountant (Today's Destiny Logistics (Emalahleni))

- ☐ Payroll reconciliations
- ☐ Debtors and Creditors Reconciliations.
- ☐ Processing of month-end Journals.
- ☐ Oversight to bank and cash flows.
- ☐ Month / Year-end Close Processes.
- ☐ Create and manage custom software solution for managing fleet

Freelance Software Engineering Mentor (Mar 22 – Current) (remote) CoGrammar | HyperionDev (Edtech)

- ☐ Reviewing student projects and provide mentorship in Java, Python, SQL, HTML, CSS, JavaScript, Machine Learning, Django..
- ☐ Conducting mentor calls and mock interviews.
- ☐ Designed fully functional Task manager in Python and pushed to Github
- ☐ Programmed fully functional Project Manager program with Java and mySQL
- ☐ Created an "avoid the obstacles" game with full visuals and audio
- ☐ Built Bond Calculator app with GUI using Python and Tkinter
- ☐ Co-developed and launched live website "www.lingode.com"

PERSONAL INFO

Date of Birth:
25 October 1987

Gender:
Male

Marital Status:
Single

Identity number:
871025 5641 08 2

Driver's License:
Code B

Accounting Information Systems

☐ **MS Office** (Outlook, Word, Excel (incl. Pivot tables & VLOOKUP))

☐ **Sage Pastel** (used 2017-2020)
Intermediate level certification obtained 2015

☐ **Sage 300** (Accpac) (used 2016-2017)

☐ **Freightware** (used 2012-2015; 2018);
☐ **Parcel Perfect** (used 2018)

☐ **Xero** (used 2023-24)

☐ **QuickBooks** (used 2011, 2023)

☐ **Zoho Books** (used 2023)

☐ **Sage One** (used 2021-2023)

☐ **Sage VIP** (used 2019-2020)
Basic + Pro level certification obtained

☐ **Sage Pastel Payroll** (used 2024)

☐ **Sage Evolution** (used 2021-2023)

☐ **ShipShape** (used 2016-2017, 2022)

Professional Memberships (Interests)

Information Technology

Software Engineering Bootcamp
Hyperion Development (2021)

UCT Forest Hill I.T. Committee
(2009)

Volunteer Work

World Mission Society (2014)
PACT – Passionate About Cape Town
(2011)

Music

Glee Music & Drama Academy (2014)

Accountant (Apr 2018 – Oct 2021)

Cargo, Office and Property Services (Facilities Maintenance + Logistics)

- ☐ Financial Statements preparations
- ☐ Payroll processing
- ☐ Oversee Accounts payable & Accounts Receivable duties
- ☐ Reviewing and payment of all monthly statutory returns
- ☐ Full function Debtors and Creditors
- ☐ Cashbook maintenance
- ☐ Financial Statements preparations
- ☐ Reviewing and payment of all monthly statutory returns
- ☐ Posting to G/L and journals
- ☐ Preparation of Management Accounts & Cashflow projections
- ☐ Maintaining the Asset Register
- ☐ Handling of queries in Finance Dept.
- ☐ Operations optimization analysis
- ☐ Liaising with auditors and business consultants

Credit Controller (JAN 2016 – FEB 2018)

Cue Administration Solutions (PTY) LTD (Imports/Exports; Warehousing)

Debtors (Thrutainers International; Intermodal Cargo Solutions)

- ☐ Daily Cash Allocations
- ☐ Sending out Statements and invoices
- ☐ Banking, maintenance and reconciliation of cheques and petty cash
- ☐ Phoning of overdue accounts and maintenance of Debtors aging
- ☐ Assisting clients with daily queries
- ☐ Compiling refund documentation and ensuring company procedure adhered to
- ☐ Reconciliation of accounts and communicating findings to clients
- ☐ Monthly Close-off procedures
- ☐ Open & Maintain Accounts in Company Library
- ☐ Vendor Application completion
- ☐ Filing, Scanning, Archiving

Cashbook (Thrutainers International; Intermodal Cargo Solutions; Transworld Freight; Thrutainers Intercontinental)

- ☐ Capturing Bank Statements
- ☐ Updating Daily Cash Flow Figures
- ☐ Loading payments for Suppliers/CODS/SARS
- ☐ Writing out cheques and dispensing petty cash
- ☐ Filing of payment recons

Invoice Administrator (NOV 2012 – DEC 2015)

Triton Express (PTY) LTD (Logistics)

- ☐ Ensuring correct client billing on system by checking waybills for correct capturing of all applicable charges.
- ☐ Investigating any discrepancies and then modifying the system and verifying before generating invoices.
- ☐ Running Excel reports regularly to ensure clearance of waybills awaiting verification and bring problem to managements' attention.
- ☐ Query delivery and invoicing disputes with operations and clients.

REFERENCES

Available on request