



# SIMPHIWE NDABA

ACCOUNTANT | CODING MENTOR



## SKILLS

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

Debtors/Creditors/Cashbook  
Payroll Processing  
Evolution, Pastel, Accpac (300)  
SAP S4/HANA

## EDUCATION

**HyperionDev**  
Software  
Engineering Bootcamp  
2021

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

**George Campbell THS**  
2005

## PROFILE

I have over 10 years of work experience in fast-paced environments across diverse industries. My goal is to accept a challenging position in a dynamic environment where I can fully utilize my knowledge and skill-set, and get to 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

**Freelance Accountant (Oct 24 – Curr)** (hybrid)  
**Centre of Pan African Thought | Maganyeni Security**

- ☐ Implementation and maintenance of QuickBooks and Sage systems
- ☐ Implementation of policies, controls, and procedures
- ☐ Payroll processing and reconciliations (+200 employees monthly)
- ☐ Monthly and annual statutory submissions
- ☐ Analytical Review of financial numbers and explanations.

**General Accountant (Jun 23 – Sep 24)**  
**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
- ☐ Reason for leaving: Role misalignment and desire to move back closer to my family

## 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)
  - ☐ **SAP S4/HANA** (used 2024)
- ☐ **Freightware** (used 2012-2015; 2018);
  - ☐ **Parcel Perfect** (used 2018)
  - ☐ **Xero** (used 2023-24)
- ☐ **QuickBooks** (used 2011, 2023-24)
  - ☐ **Zoho Books** (used 2023)
- ☐ **Sage One** (used 2021-2023)
- ☐ **Sage VIP** (used 2019-2020)  
Basic + Pro level certification obtained
- ☐ **Sage Payroll** (used 2024)
- ☐ **Sage Evolution** (used 2021-2023)
- ☐ **ShipShape** (used 2016-2017, 2022)

### Freelance/Contract Coding Mentor (Mar 22 – Nov 24) (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"

Reason for leaving: End of Fixed Term Contract

### Accounts Payable Clerk (Sep 2021 – Mar 2023) Cargo Compass (PTY) LTD (LClearing and Forwarding)

- ☐ Invoice verification
- ☐ Accounts Payable management
- ☐ Reconciliations
- ☐ Foreign currency transactions
- ☐ Liaising with suppliers
- ☐ Assisting in financial audits

Reason for leaving: Cultural misalignment and lack of growth prospects

### Accountant (Apr 2018 – Aug 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

Reason for leaving: Organizational changes (company closure)

## PERSONAL INFO

**Date of Birth:**

25 October 1987

**Gender:**

Male

**Marital Status:**

Single

**Identity number:**

871025 XXXX 08 2

**Driver's License:**

Code B

## 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)

## CONTACT

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[linkedin.com/in/simphiwe-n-35075b140/](https://www.linkedin.com/in/simphiwe-n-35075b140/)

[simminda.github.io/bookkeeping\\_resume/](https://simminda.github.io/bookkeeping_resume/)

### 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

Reason for leaving: Personal Circumstances (relocation to Johannesburg)

### 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.

Reason for leaving: Career growth

### Intern (Database Administrator) (Sep 2011 – Oct 2012)

Hirt & Carter Pty Ltd (Commercial Printing)

- ☐ Processing and filing of credit notes and re-invoicing on wrong invoices
- ☐ Capturing work ticket time and stock issue SFM batches
- ☐ Investigate significant variations between budget and actual costs & follow-up with related departments
- ☐ Assisting with monthly closing deadlines & ad-hoc queries required to complete invoicing
- ☐ Receipting outwork labour orders
- ☐ Filing of POD (proof of delivery) documents
- ☐ Follow up on deliveries & resolving queries with courier

Reason for leaving: End of Fixed-Term Contract

## REFERENCES

Available on request