

Confidential Information

RESUME – CLEOPATRA NOMANGWAZI NDLOVU

PERSONAL DETAILS

Full Name : Cleopatra Nomangwazi Ndlovu
Known As : Cleo
Date of Birth : 28 January 1993
Languages : English, IsiZulu, Xhosa, Tswana and Sotho
Area of Residence : Johannesburg, GP, 1459
Contact Details : 078 021 2669 | cleoachiever@gmail.com
Race : Black
Gender : Female
Driver's License / Own Car : Yes | Yes
Notice Period : 30 days' Notice

PROFESSIONAL SUMMARY

'Coming together is a beginning. Keeping together is progress. Working together is success.' Hendry Ford.

I have a **BCom Accounting: Financial And Economic Sciences, BCom Honours and Board 1 Exams.**

I have a strong passion and a desire for business success through profit gain and the finance function (Accounting). I believe companies are merely buildings without accountants and the finance function. My main goal is to achieve superior growth and leadership qualities, I am eager to learn new things to constantly advance and enhance my skills.

I have the ability to successfully convey ideas and findings. I am equipped with excellent problem-solving skills and a good ability to quickly identify issues and the steps to rectify them. I understand the essence of working within a teamwork environment however given my independence, I am in a position to work independently in order to contribute and meet any required deadlines.

I hope after considering my CV, you will be persuaded by my potential to perform and make a valuable contribution to your cooperation. I look forward to meeting you and discussing more about the potential position and hopefully be part of your team.

PERSONAL VALUES

Respect – Treat everyone with respect
Ubuntu – Care for others.
Growth – Self Development
Integrity – Honest and trustworthy
Loyalty – Committed to Company success

BEHAVIORAL QUALITIES

- Experience in partnering with senior managers.
- Interpersonal skills and ability to build collaborative relationships with employees from diverse backgrounds at all levels.
- Ability to use tact diplomacy, mature judgment and creative problem- solving skills.
- Ability to handle confidential matters with a high level of integrity and discretion.
- Excellent oral and written communication skills.
- Ability and willingness to work in challenging and changing environments, and to see through challenges and find solutions
- Embrace diversity and demonstrate respect regardless of religion, ethnicity, class or gender

Confidential Information
RESUME – CLEOPATRA NOMANGWAZI NDLOVU

- Ability and willingness to travel.
- Teamwork and co-operation
- Ability to multitask
- Good decision-making qualities

STRENGTHS/SKILLS

- Impeccable work ethic
- Flexible and willing to learn
- Enjoy facing new challenges
- Excellent communication skills
- Computer Skills (MS Office, Pivot Tables)
- Business Partnering and Stakeholder Management
- Presentations, report compiling and Facilitation
- Systems administration
- Good leadership skills
- Management skills
- Courageous and great motivator
- Team player and can work autonomously

QUALIFICATIONS

DEGREE/DIPLOMA	INSTITUTION & SUBJECTS	DATE	STATUS
Board 1 Exams	South African Institute of Chartered Accountants	2018	Completed
BCom Honours	University Of Johannesburg	2015	Completed
BCom Accounting: Financial And Economic Sciences	University Of Johannesburg	2014	Completed
Matric	New Model Private College - Johannesburg	2010	Completed

CAREER SUMMARY

POSITION	COMPANY	DATE
Senior Consultant Accountant	PK Financial Consulting	Jan 2020 – Current
Trainee Accountant	RSM South Africa Inc	Feb 2016 – Feb 2019

Confidential Information
RESUME – CLEOPATRA NOMANGWAZI NDLOVU

CAREER HISTORY

Company : **PK Financial Consulting**
Date : **January 2020 – Current**
Position : **Senior Consultant Accountant**
Reason for Leaving : **Currently at PK Financial Consulting**

Responsibilities

- Liaising with IT auditors on revenue systems review
- Preparing and submitting VAT returns And
- Preparing VAT reconciliation to the annual financial statement
- Responding to audit queries on VAT control account
- Leading teams conducting VAT Audits
- Preparing and submitting PAYE returns
- Preparing EMP501 recons
- Preparing and submitting corporate income tax returns
- Designing and implementing internal controls relating to financial reporting
- Preparing trade creditors reconciliation
- Designing and implementing internal controls for the farm

Company : **RSM South Africa Inc**
Date : **February 2016 – February 2019**
Position : **Trainee Accountant**
Reason for Leaving : **End of contract**

Responsibilities

- Auditing
- Completing planning;
- Documenting understanding of the entity;
- Documenting understanding of the IT environment;
- Testing controls for the following sections:
- Purchases and trade and other payables;
- Employee cost;
- Performing field work on the following audit sections:
- Trade and other payables;
- Cost of sales;
- Employee costs;
- Other operating expenses;
- Cash and cash equivalents;
- Property plant and equipment
- Forming part and working collaboratively with a dynamic accounting team.
- Conducting Bookkeeping and Accounting Related tasks.
- Performing Corporate and Individual Taxation duties.
- Engaging in Secretarial and Support Services offerings.
- Partaking in Audit and Advisory Services
- Liaising with clients.
- Providing Additional Support and Assistance.

- Taxation
- Completing tax computations and tax returns
- Completing provisional tax returns
- Completing VAT and PAYE returns

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RESUME – CLEOPATRA NOMANGWAZI NDLOVU

- Completing IT14SD reconciliations
- Completing VAT and Income tax objections
- Completing dividend withholding tax returns
- Liaising with SARS on a regular basis
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REFERENCES

Company Name	Name of referee	Job title of referee	Contact details
RSM SOUTH AFRICA INC	Tshepang Mathebula	Associate director	Tshepang.r.mathebula@gmail.com 0738434327
THE HARVEST GROUP OF COMPANIES (PTY) LTD	Sylvia Mbexeshi	Assistant audit manager	sylmbexeshi@gmail.com 067 858 7212