

STHABILE MBALI DLAMINI

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PROFESSIONAL SUMMARY

Results-driven Accounting, Financial Administration, and Operations Professional with hands-on experience in full-charge bookkeeping, bank reconciliations, VAT/tax compliance, and financial reporting across Sage Business Cloud and Xero. Highly adaptable to remote and digital workflows with a proven track record of maintaining internal financial controls, driving operational revenue, and documenting standard operating procedures (SOPs). Currently completing a BSc in Accounting Sciences at UNISA and advancing toward SARS Designated Tax Practitioner accreditation through CIBA.

CORE COMPETENCIES & TECHNICAL SKILLS

Accounting Software: Sage Business Cloud, Xero	Data & Analytics: MS Excel (Reconciliations, Data Entry)
Core Bookkeeping: Bank Reconciliations & Ledger Allocations	Financial Reporting: Income Statements & P&L Analysis
Taxation & Compliance: SARS VAT Entries, Corporate Tax & Payroll	Remote Operations: SOP Process Documentation, Digital Files
Commercial Tools: Salesforce CRM, Inventory Controls	Leadership: Team Supervision (15+ Staff), Client Support

PROFESSIONAL EXPERIENCE

Trainee Bookkeeper — Thani and T Business Accountants

Jan 2026 – Aug 2026

- Process financial entries, transaction allocations, and multi-account bank reconciliations using Sage Business Cloud and Xero cloud accounting platforms.
- Prepare accurate month-end financial documentation, including Income Statements, Profit & Loss reports, and split or returned payment logs.
- Ensure strict adherence to South African accounting frameworks, corporate tax submission regulations, VAT classifications, and payroll levies.
- Support client financial inquiries, maintain digital general ledgers, and execute systematic month-end closing procedures.
- Utilize structured standard operating procedures (SOPs) and Excel tools to ensure high accuracy in high-volume transaction processing.

Senior Store Manager — Mochachos, Fourways

Mar 2024 – Jan 2026

- Directed full store operations, leading a 15-member team to deliver high revenue targets, customer service excellence, and internal audit compliance.
- Increased monthly store turnover from R500,000 to over R950,000 while maintaining strict cost-of-sales benchmarks at 35% and stock loss at -8%.
- Managed daily cash handling, financial reconciliations, supplier ordering, invoice verification, and stock control logs.
- Resolved customer and operational challenges efficiently while upholding rigorous brand execution standards.

PROFESSIONAL EXPERIENCE (CONTINUED)

Administration Clerk — Capital Petroleum (Total Energies), Mpumalanga

Jan 2022 – Nov 2023

- Processed supplier invoices, purchase orders, and monthly financial reconciliations to support key operational decision-making.
- Maintained organized digital and physical documentation, supplier accounts, and transactional audit trails with high precision.
- Served as the central administrative liaison between vendors, executive management, and internal operating departments.

Brand Representative / Senior Sales Consultant — Huawei Telecommunications

Jan 2018 – Nov 2021

- Promoted from Brand Ambassador to Senior Sales Consultant following consistent regional sales target exceedance.
- Coordinated retail promotional campaigns and trade activations across 16 high-volume retail locations.
- Leveraged Salesforce CRM for client tracking, lead follow-up pipelines, sales reporting, and key account management.

Brand Activation Promoter & Event Hostess — Tradeway Promotions

2015 – 2017

- Represented premium global brands at major promotional activations, VIP functions, and corporate events.
- Drove consumer engagement, brand positioning, and execution of on-ground trade marketing initiatives.

EDUCATION & QUALIFICATIONS

- **Associate of Science: Accounting Sciences** — UNISA (In Progress)
- **Tax Practitioner Readiness Programme (TPRP) & Tax Assessment** — CIBA (Pre-Approval Candidate)
- **CIBA Bookkeeper Designation Course** — Chartered Institute of Business Accountants
- **Commercial Accounting Certification** — University of Johannesburg (2017)
- **Financial Management & Budgeting** — National School of Government (2026)
- **Ethics in Internal Auditing** — National School of Government (2026)
- **Strategic HR Management** — National School of Government (2026)
- **National Senior Certificate (Bachelor's Pass)** — Edenglen High School (2013)

LANGUAGES

English: Native / Fluent | **Zulu:** Native / Fluent | **Afrikaans:** Elementary