

Nokubonga Purity Qhingana

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SUMMARY

Highly organised and reliable Finance Administrator and Head Cashier with extensive experience in finance administration, cash management, reconciliations and retail operations. Experienced in compiling financial reports using the Avenue system, debtors and creditors reconciliations, trial balance, budgeting and cash-flow management. Strong attention to detail, numerical accuracy and customer service, with the ability to work effectively under pressure and meet deadlines. Seeking an opportunity to contribute strong finance administration and reconciliation skills in a Trade Recon Clerk, Finance Administrator or Accounts Clerk position.

EDUCATION

Coastal TVET College

National N Diploma: Financial Management 2017

National Senior Certificate (Matric) 2004

EXPERIENCE

FINANCE ADMINISTRATOR / HEAD CASHIER 2020 – 2025

Jet (JetMart / Edcon)

- Managed daily cash office operations, banking and cash-up procedures.
- Prepared financial reports using the Avenue system.
- Performed debtors and creditors reconciliations.
- Investigated and resolved cash and financial discrepancies.
- Assisted with trial balance preparation.
- Assisted with budgeting and cash-flow management.
- Maintained accurate financial records and documentation.
- Ensured compliance with company financial procedures.
- Supervised cashiers and supported daily cash operations.
- Handled financial information with accuracy and confidentiality.

FINANCE CLERK 2015 – 2016

South African Police Service – Wentworth SAPS

- Processed financial transactions and maintained accurate financial records.
- Assisted with budgeting and expenditure control.
- Performed financial reconciliations.
- Assisted with financial reporting and administration.
- Maintained organised supporting documentation.
- Worked accurately within established government financial procedures.
- Handled confidential information professionally.

RETAIL ASSOCIATE 2008 – 2019

Jet (Edcon)

- Provided professional customer service and assisted customers with enquiries.
- Processed sales and cash transactions accurately.
- Assisted with merchandising and stock control.
- Supported daily store operations.
- Maintained high standards of customer service and store presentation.
- Assisted the team in achieving sales targets.

- Handled cash responsibly and followed company procedures.

TECHNICAL SKILLS

Debtors and creditors reconciliations

Cash and banking reconciliations

Financial administration

Financial reporting

Cash office management

Trial balance support

Budgeting and cash-flow management

Avenue system

SAP exposure

Stock control and retail administration

Data capturing and record keeping

Customer service

Team supervision

Microsoft Office

Attention to detail and numerical accuracy

Problem solving and time management

KEY PERSONAL STRENGTHS

- Honest and reliable - Strong numerical ability - Excellent attention to detail - Organised and disciplined - Good communication skills - Able to work independently and within a team - Able to work under pressure - Strong problem-solving skills - Committed to accuracy and meeting deadlines

REFERENCES

References available on request.