

Curriculum Vitae

Experienced Professional

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PERSONAL INFORMATION

Name: Nonjabulo Bimbi
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PROFESSIONAL SUMMARY

National Diploma in Internal Auditing graduate with National Higher Certificate in Accountancy and practical experience in data handling, compliance, and record management. Strong attention to detail with proven ability to work with sensitive financial information, meet deadlines, and follow procedures accurately. Seeking an Internal Audit Trainee, Junior Auditor, or Accounts Clerk role to apply auditing principles, risk assessment, and financial controls while developing professionally.

EDUCATION

National Diploma in Internal Auditing Completed 2020
National Higher Certificate in Accountancy completed 2019
Matric completed 2015

WORK EXPERIENCE

Educator Assistant

Dalukhanyo SPS,

November 2021 ☒ August 2022

- Maintained accurate student records and handled confidential personal information in compliance with school policies
- Monitored adherence to administrative procedures and deadlines for reporting
- Reconciled classroom resources and equipment, reporting discrepancies to management
- Supported data capturing and filing to ensure audit-ready documentation

SKILLS & COMPETENCIES

Strong communication skills

Attention to detail

Problem solving skills

Time management skills

Willing to learn

REFERENCES

Mrs Ndevu ☒ Principal, Dalukhanyo SPS | 073 418 8168

Mrs Nonqane ☒ Mentor, Dalukhanyo SPS | 083 207 5949