CECILIA SINDILE MKHABELA

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PROFESSIONAL SUMMARY

Dedicated BCom Accounting candidate at the University of Johannesburg (graduation pending), recognised among the UJENIUS Academic Top 1%. Skilled in IFRS reporting, auditing, taxation and full-cycle transaction processing, with hands-on Xero, Sage and Excel experience in reconciliations and internal control testing. Accurate, analytical and reliable under pressure. Ready to add value in a finance or accounting internship or graduate role.

EDUCATION

Bachelor of Commerce in Accounting
University of Johannesburg | 2026
- Completed all degree requirements; graduation pending
- Member of the UJENIUS Club (Top 1% of Academic Achievers), 2022
- Modules: Auditing, Taxation, Financial Management, Cost and Management Accounting, 4IR Accounting

National Senior Certificate (Matric)
Nkumbulo Comprehensive School | 2021

CORE COMPETENCIES

- Time Management & Multitasking
- Problem-Solving & Critical Thinking
- Attention to Detail & Accuracy
- Ability to Work Under Pressure
- Team Collaboration

RELEVANT TRAINING & SIMULATIONS

Accounting Systems Training (Xero)
University of Johannesburg | 2025
- Processed and categorised end-to-end sales, procurement and operating expense transactions in Xero
- Performed bank, debtor and creditor reconciliations to ensure accurate general ledger records
- Maintained customer and supplier accounts to support trial balance and financial statement preparation

Audit and Tax Virtual Experience Programmes
Forage (PwC and KPMG) | 2025
- **PwC Audit Simulation:** Conducted risk assessments, tested internal controls and documented findings in control-testing workpapers
- **KPMG Tax Simulation:** Analysed client financial data to prepare tax computations and ensure compliance

VOLUNTEER EXPERIENCE

Student Volunteer
UJ Community Engagement Programme | 2024
- Delivered academic tutoring and mentorship to high school learners to improve subject comprehension
- Collaborated within a student team to plan and execute a community health awareness campaign
- Managed event logistics, venue setup and guest reception for school outreach events

TECHNICAL SKILLS

- Xero and Sage Accounting
- Microsoft Excel (reconciliations, budgeting, data analysis, Pivot Tables, VLOOKUP), Word and PowerPoint
- Financial Reporting (IFRS), General Ledger, Trial Balance, Bank, Debtor & Creditor Reconciliations
- Auditing, Risk Assessment & Internal Control Testing
- Taxation (VAT & Income Tax), Budgeting & Forecasting

ADDITIONAL INFORMATION

- **Certificates:** Sage Accounting Certificate; PwC Audit and KPMG Tax Job Simulations (Forage)
- **Languages:** English (Fluent), Xitsonga (Native), IsiZulu (Fluent)