



ANICKY NGOBENI

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 069 138 0678 / 082 637 0784

PROFILE SUMMARY

Detail-oriented and results-driven finance professional with over 2 years of hands-on experience in financial administration, reconciliations, and compliance within the public sector. Seeking a junior position to utilize my knowledge of accounting principles, invoice processing and financial systems while contributing to efficient financial operations.

KEY SKILLS AND COMPETENCIES

- Basic knowledge of financial accounting principles
- Understanding of financial policies and procedure
- PFMA knowledge and treasury regulations
- Credit management
- Accounts payable & receivable
- Asset management
- Data capturing and reporting
- Petty cash management
- Audit process
- Reconciliation
- Record keeping
- Compliance & documentation
- MS Dynamics 365
- MS Excel, word & outlook
- Sage 300
- Communication
- Analytical & Numerical skills
- Attention to detail
- Planning and organizing
- Problem solving
- Time management
- Accountability and confidentiality
- Ability to work independently
- Ability to work under pressure and meet deadlines

EDUCATION

University of South Africa – Advanced Certificate in Accounting Science (In progress)

Tshwane University of Technology – Advanced Diploma in Credit Management (2021)

Nkateko High School – National Senior Certificate (2016)

CERTIFICATIONS

- Most dedicated Intern certificate

- GRAP Certificate

PROFESSIONAL EXPERIENCE

South African National Energy Development Institute – Finance Intern (Jun 2023 – Present)

Duties

- Processing invoices and matching them with purchase orders.
- Assist with preparation of financial reports and budgets.
- Reconciled supplier statement and resolve discrepancies and vendor queries.
- Performed monthly bank and general ledger reconciliations and investigated variances.
- Monitor and maintain the debtor's ledger to ensure all transactions are recorded correctly.
- Managed petty cash, conducted cash counts, replenishment and prepared reconciliation reports.
- Created and maintained new customer accounts, purchase requisition, purchase order and credit notes in Dynamics 365.
- Assisted with internal and external audits by providing necessary documentation.
- Assisted with asset management including physical verification, tagging and updating asset register with location, custodian and conditions.
- Provide business administrative support including capturing journals for revenue recognition.
- Provided end-to-end financial administrative support to the finance department, ensuring accuracy and compliance with internal policies.
- Submitted travel and subsistence claims to HR, ensuring compliance with company policy.
- Liaise with internal departments for cash-related matters.

Laerskool Phlaborwa-Suid – Education Assistant (Nov 2021 – Aug 2022)

- Operated photocopying machines to produce high-quality copies.
- Performed binding, laminating, folding, and finishing tasks.
- Keeping record of photocopier machine activities to prevent downtime.

- Troubleshoot machine issues such as paper jams and ink shortages.
- Checked quality and accuracy of copies before distribution.

LANGUAGES

Xitsonga, English, Sepedi & IsiZulu

REFERENCES

Nhlanhla Mzila – Finance Manager | 076 244 3411

Kamogelo Maaka – Senior Accountant | 076 464 1392

Patricia Bloem – Colleague | 072 336 3920