

Given Banda

4 Kat St, Norkem Park, Kempton Park, 1618

0676833667 | Givenbanda16@gmail.com

Objective

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

Experience

- **Club travel** 11/06/2022 - 20/07/2022
Quality controller
 - Auditing financial transactions and documentation for accuracy and compliance with regulations.
 - Reviewing financial statements and reports to identify errors or discrepancies.
 - Developing and implementing quality control procedures to improve accuracy and efficiency.
 - Conducting regular internal audits to assess adherence to financial policies and procedures.
 - Providing guidance and training to finance staff on quality control standards and practices.
 - Collaborating with other departments to address financial issues and improve processes.
 - Investigating and resolving discrepancies or errors in financial data.
 - Maintaining up-to-date knowledge of regulatory requirements and best practices in financial quality control.
- **Club travel** 20/07/2022 - 16/12/2023
Debtors & Creditors controller
 - Strong analytical skills and attention to detail
 - Good business acumen for problem solving
 - Excellent time management skills and ability to prioritize a demanding workload.
 - Chasing overdue invoices and payments via telephone and email
 - Negotiating fair repayment plans with customers who are struggling to pay their debts
 - Building weekly debtor reports and accounts information for internal departments
 - Keeping detailed records of the activities of the collection and of the conversations
 - Managing and collecting debts from company debtors.
 - Managing the collection of all payments and debts
 - Responding to client inquiries
- **XL Nexus travel** 18/12/2023 - 19/07/2024
Debtors' controller
 - Monitoring Accounts Receivable: Tracking and monitoring outstanding invoices to ensure they are paid on time.
 - Invoicing: Issuing invoices to customers for goods or services provided, ensuring accuracy and completeness.
 - Follow-up: Following up with customers via phone, email, or mail to ensure timely payment of invoices.
 - Payment Processing: Recording and processing customer payments, allocating them to the correct invoices.
 - Credit Management: Evaluating credit risks associated with customers and establishing credit limits.
 - Dispute Resolution: Resolving any disputes or discrepancies related to invoices or payments.
 - Aging Analysis: Analyzing the ageing of accounts receivable to identify overdue invoices and take appropriate action.
 - Reporting: Generating and analyzing reports on accounts receivable aging, collections, and cash flow.

- Cash Flow Management: Managing cash flow by minimizing overdue invoices and optimizing collections.
- Relationship Management: Building and maintaining positive relationships with customers to facilitate timely payments and resolve issues.
- Bad Debt Management: Identifying and managing accounts that are unlikely to be paid, including writing off bad debts if necessary.
- Process Improvement: Continuously improving debtor control processes to enhance efficiency and effectiveness

- **63-16 TRADING (PTY) LTD**

Fleet Manager

- > Vehicle Maintenance and Upkeep - Ensure all vehicles meet Uber's quality, cleanliness, and safety standards
- > Driver Management - Ensure drivers comply with Uber's policies, traffic regulations, and company standards
- > Recruit, onboard, and train drivers in Uber's platform use, safety, and customer service
- > Financial and Administrative Duties - Track earnings, payouts, and operating expenses to ensure profitability
- > Handle insurance claims, renewals, and vehicle documentation (registration, permits, etc.)

Education

- **Realogile high school** 2019

- **Richfield institution** 2022
BCom in Accounting

Skills

- > Active listening skills
- > Data analysis skills
- > Communication skills
- > Problem-solving and decision- making
- > Good numerical skills
- > Familiarity with data entry and analysis
- > Advanced experience with [Microsoft office (Word, Excel, PowerPoint, Outlook and Access)]
- > Advanced experience with -NexT, Papertrail, Protas, -BTA Powerlink, Acronis, One Connect
- > Quick travel
- > Sage
- > Zoho
- > QuickBooks

Personal Details

- Date of Birth : 18/02/1998
- Gender : Male
- Driving Licence : C1

Reference

> **Sipho Hadebe - "Club travel Corporate "**

Supervisor account receivable

Sipho@clubtravel.co.za

0647210651

> **Charmaine Govender - "Club Travel Corporate "**

Finance manager

> **Sarfaaz - "XL Nexus travel "**

Debtors manager

Sarfaazh@nexustravel.co.za

0723636114