

# NONHLANHLA ALVINAH LUBISI

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📍 81 Tenth Avenue, Ravenswood, 1459

📞 0671040666/ 0795856753

## OBJECTIVE

Aspiring Chartered Accountant with strong commitment to financial integrity, accountability, and excellence. Eager to apply accounting knowledge, analytical skills, and practical experience to support effective financial management, compliance, and reporting in both public and private sectors.

## EXPERIENCE

2025 - In Progress

### Sizampilo Projects

Finance Intern

- Motivated Accounting intern with hands-on experience in bookkeeping, general ledger reconciliation, and financial reporting. Demonstrates strong understanding of tax processes including VAT, PAYE, and EMP201 submissions.
- Skilled in capturing invoices, preparing supplier payments, managing petty cash, and assisting with payroll administration using Simple pay.
- Prepare and processes purchase requisitions, and goods received notes. Maintaining accuracy procurement records, including supplier databases and delivery schedules.
- Known for accuracy, attention to detail, and reliability, with the ability to meet deadlines and maintain confidentiality in financial operations. Experienced in supporting senior accountants with SARS queries, bank, and reconciliations, and month-end reporting. Proficient in Microsoft Office, Xero and RIB BuildSmart software systems. Committed to continuous learning and contributing to the success of a professional finance team

## EDUCATION

In Progress

### Tshwane University of Technology

Advanced Diploma in Accounting

2021

### Tshwane University of Technology

National Diploma in Accounting

2019

### Tshwane University of Technology

National Higher Certifications in Accountancy

2016

### Sitintile Secondary School

National Senior Certificate

## SKILLS

- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Strong Interpersonal skills
- Attention to Detail - Ensures accuracy in financial data.
- Effective Communication (verbally and written)
- Ethical Judgement - Maintains integrity and confidentiality.
- Time Management - Meets tight deadlines, especially during month-end.
- Teamwork and Collaboration
- Critical Thinking - Evaluates information to make informed decisions.

## LANGUAGES

- English

- Siswati
- Xitsonga

## REFERENCE

- **Mrs. P Mathebula - Sizampilo Projects**  
Accountant (Supervisor)  
prudence@sizampiloprojects.co.za  
0137551973
- **Mr. D Ngobeni - Tshwane University of Technology**  
Lecture  
Ngobenidj@gmail.com  
0711066453
- **Mr. B Mkhabela - Teraco data centre**  
Electrician  
mkhabelabp@gmail.com  
0799829690

## CERTIFICATIONS/ LICENSES

- XERO Certificate
- Cashier Certificate - obtained 2023 at ProFuel Placement and Training.