



**Mr. Mutavhatsindi Maanda,**

**Address:** No. 5 Poinsettia Crescent Ebony Ext 4 Tembisa 1685

**Contact No:** 068 321 7418/ 079 055 5536

I am an individual who seeks to find more innovative ways of working, have a reputation for performing a credible job and meeting deadlines, adhere to internal and external policies, procedures, and standards, passion, and ambition to learn, grow and contribute more within the organization.

I have completed a Bachelor of Commerce in Accounting degree with 5-years' experience in financial and Management Accounting. I have attained a strong background in Financial Accounting, Budgeting, Management Accounting, Treasury, Governance and Procurement.

My career has exposed me to responsibilities within Accounts Payables/Procurement, Petty cash, Budgeting, Financial and Management Accounting, and Accounting Systems (SAP and BAS) with knowledge and training of Sage Pastel Partner and Payroll Administration. Being responsible for multiple accounts in the role of Finance clerk with my current employer has empowered me with decision making skill, problem solving skill and collaboration techniques.

I have sound knowledge and practical understanding Accounts Payable procedures and audit requirement for the purchasing cycle, revenue cycle and payroll cycle, International Accounting Standards (IFRS, GAAP, etc.), Local Accounting Standards (PFMA, Treasury regulations, GRAP, etc.) and Legislation's, policies, Budgeting, Financial Reporting, Financial Analysis, Reconciliations.

If any clarity or further details are required, please do not hesitate to contact me.

Kind Regards

**Maanda Mutavhatsindi (Mr.)**

# Curriculum Vitae

## Maanda Mutavhatsindi (Mr.)

### Personal Details

**Full Names** : Maanda  
**Surname** : Mutavhatsindi  
**Date of Birth** : 01 July 1995  
**ID Number / Passport Number** : 9507016219086  
**Residential Address** : No. 5 Poinsettia Crescent Ebony Ext 4 Tembisa 1685  
**Gender** : Male  
**E-mail Address** : mutavhapm@gmail.com  
**Preferred Contact Number** : 068-321-7418  
**Alternative Contact Number** : 079-055-5536  
**Driver's License** : Learner License Code 10  
**Language(s)** : English, Tshivenda, and Tsonga,

### Educational Background

#### Secondary Education

**Institution** : Ozias Davhana Secondary School  
**Grade** : Grade 12 – Bachelor with 5 distinctions  
**Year Completed** : 2014

#### Tertiary

**Institution** : University of Limpopo  
**Qualification** : B. Com Accounting Degree  
**Year Completed** : 2018

### Computer Proficiency

**General Office Applications** : MS Office (Word, Excel, Outlook, PowerPoint, etc.)  
**Financial Applications** : Basic Accounting System (BAS), : Sage One Accounting  
: Pastel Partner Accounting and Payroll, SAP.

### Skills and Competence

Accounts payables, Receivable. Cash Book Management; Budget Management  
Financial and Management Accounting Reconciliation  
Administration and Support Conflict management  
Teamwork Ability to learn  
Attention to details Creative Thinking  
Communication Skills & Flexibility Problem Solving  
Accuracy Planning and organizing

### Certification

Bookkeeping Fundamentals Sage Business Cloud Accounting  
Sage 50c Pastel Partner Intermediate Sage Pastel Payroll Certified Administrator  
Creating Sales Dashboard Using Excel Introduction of Batho Pele Principle  
Excel Crash Course MS Office Excel Intermediate

### Work Experience

**Company** : Tshenolo Waste (Pty) Ltd  
**Position** : Finance Clerk  
**Period** : 05 June 2023 – Current

#### Task and Key Responsibilities:

- ✓ Create and Update Spreadsheets of daily transactions. Capturing Payments on the bank.
- ✓ Maintain Creditors Master Data
- ✓ Capturing Invoices on SAP and Accurately recording financial transactions
- ✓ Management and Allocation of Petty Cash. Assisting Financial Manager Review Payroll
- ✓ Ensuring Stock Count is processed monthly.
- ✓ Assisting Financial Manager with VAT return and Management Accounts
- ✓ Management of Account Payable and Receivable.
- ✓ Maintaining Accurate cash flow forecast
- ✓ Review and process Reimbursements

- ✓ Month end processing and reporting and maintain reports on financial Metrics
- ✓ Filing of Invoices and payments records
- ✓ Creating Spreadsheets and Audit trail Reports
- ✓ Assisting Collection team and Maintain Debtors Master data
- ✓ Any Other duties delegated by Management

**Company** : Landis + Gyr (Pty)Ltd  
**Position** : Finance Assistant  
**Period** : 08 November 2021 – 30 May 2023

**Task and Key Responsibilities:**

- ✓ Ensure invoices are matched against requisitions, purchase orders and goods received with reference to quantities, quality, description, and price.
- ✓ Ensure requisitions, purchase orders and invoices are properly authorized and are in accordance with the appropriate levels of authority.
- ✓ Ensure invoices related to contracts agree to the contract.
- ✓ Ensure the correct GL account & vendor account is utilized when processing invoices in Accounts Payable module. Assisting in Stock Count
- ✓ Ensure that the correct VAT is applied to invoices. Ensure AP batches are posted daily.
- ✓ Preparation and submission of creditors' reconciliations (ensure invoices follow sequence).
- ✓ Timeous payment of invoices, ensuring discount claimed where applicable.
- ✓ Timeous follow up on all AP queries.
- ✓ Forward remittance advice to suppliers after completion of payment run.
- ✓ Prepare monthly analysis of the creditors list. Maintain vendor master listing.

**Company** : Gauteng Office of the Premier  
**Position** : Financial and Management Accounting  
**Period** : 01 June 2020 – 05 November 2021  
**Nature of Employment** : Internship

**Task and Key Responsibilities:**

- ✓ Process electronic banking transactions and compile journals. Assist with internal and external Audit.
- ✓ Receive invoices, check invoices for correctness, verification, and approval. Process invoices.
- ✓ Render budget support services. Capture, allocate virements on budget.
- ✓ Consolidate Inputs from Branches. Prepare manual & electronic reconciliation.
- ✓ Collect information from budget holders, compare expenditure against budget and identify variances.
- ✓ Distribute documents regarding budget, receive and capture cash payments.
- ✓ Ensure an accurate and timely monthly, quarterly and year end close.
- ✓ Assist with 30 Days Payment Report and clearing the suspense account monthly.
- ✓ Preparing In-Year-Monitoring report and Revenue report. Monitor budget spending and overspending.

**References**

<b>Name(s) &amp; Surname</b>	Rathogwa Mkatoko (Ms.)	Lesego Khule	Plaatjies, Gwendoleen (Ms.)
<b>Designation</b>	Deputy Director	Finance Clerk	Creditors Clerk
<b>Company</b>	Gauteng Office of the Premier	Tshenolo Waste	Landis + Gyr (Pty) Ltd
<b>Contact Number</b>	066-007-5097	072-459-1142	073-857-1461

***What an employer can expect from me***

- *You can expect me to work accurately and objectively without much supervision, operate in line with company policies and deal with management, clients, subordinates, and colleagues in a friendly and professional manner.*
- *My aim is to make a professional, dynamic contribution to my employer, while gaining the experience that will assist in developing my career and achieving greater strides.*

***I look forward to discussing how I can be of benefit.***