

Nokubonga Pearl Mntambo

PROFESSIONAL SUMMARY

Detail-oriented Payroll Administrator with over 5 years of experience managing end-to-end payroll processing for 250+ employees. Strong background in payroll compliance, data accuracy, and financial administration. Proficient in Sage VIP Payroll, Sage 300, and Pastel, with a proven ability to handle confidential information, resolve payroll queries, and support finance operations efficiently.

REFERENCES

Available upon request.

ADDRESS

Johannesburg, South Africa

PHONE

074 088 6525

EMAIL

Nokubonga0077@gmail.com

EXPERIENCE

JULY 201 - CURRENT

Payroll Administrator | Seanda Healthcare

Key responsibilities: • Process weekly payroll for 250+ employees using Sage VIP Payroll • Capture and validate employee data, including new hires, terminations, allowances, and deductions • Ensure payroll compliance with South African labour laws and company policies • Resolve payroll queries efficiently and liaise with employees and management • Maintain accurate and confidential employee payroll records • Prepare internal payroll reports and respond to ad hoc requests • Implement and maintain a structured payroll document control system • Ensure accurate and timely payroll submissions with zero tolerance for errors.

JUNE 2018 - JULY 2021

Finance Support Intern | SGS South Africa

Key responsibilities: Provided all-round finance support across multiple departments • Assisted with debt collection and followed up on outstanding accounts • Maintained accurate records of debtor accounts • Generated monthly financial and management reports • Assisted with invoice generation and billing processes • Responded to client finance queries professionally and timeously

MAY 2017 - OCTOBER 2017

Assistant Administrator | Soccer Stars Ltd

Key responsibilities: • Managed front-office administration, including calls and correspondence • Prepared reports and handled daily administrative tasks • Liaised with clients and external organizations • Assisted with stock takes and inventory tracking • Implemented and maintained an efficient filing system

EDUCATION

National Diploma | Financial Information Systems | Durban University of Technology - 2017

Matric Certificate | Wentworth Secondary School - 2010

TECHNICAL SKILLS

MS Excel (Advanced)

MS Word

MS Outlook

Sage VIP Payroll

Sage 300

Pastel

ADDITIONAL INFORMATION

Nationality: South African

Languages: English & IsiZulu

CORE COMPETENCIES

- Payroll Administration (Weekly & Monthly Payrolls) Sage VIP Payroll | Sage 300 | Pastel
 - Payroll Compliance & Statutory Deductions
 - Employee Records Management
 - Payroll Reporting & Reconciliations
 - Finance & Administrative Support
 - Debt Collection & Invoicing
 - Advanced MS Excel
 - Confidential Data Handling
 - Problem Solving & Attention to Detail
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