



VINUS MATHEVULA

COVER LETTER

Dear Hiring Manager,

I am a highly motivated and results-driven Finance Administrator with hands-on experience in financial operations, invoice processing, creditor reconciliation, and administrative support. My background in Financial Management (N6) and successful completion of in-service training has equipped me with the necessary skills to contribute meaningfully in any finance-focused environment. I take pride in my ability to work effectively under pressure while maintaining accuracy and professionalism.

Throughout my professional journey, I have consistently demonstrated proficiency in using tools such as SAP, Coupa, Sage, and Pastel Payroll, along with a solid understanding of GL re-allocations, journal entries, VAT calculations, and financial reporting. My work ethic is founded on integrity, time management, and a strong commitment to client service. Whether handling supplier onboarding, internal audits, or stock and asset management, I ensure timely execution and attention to detail in every task.

With a strong foundation in finance and administration, combined with my multilingual abilities and adaptable nature, I am confident in my ability to integrate seamlessly into any team and add value from day one. I am particularly drawn to dynamic and fast-paced work environments where problem-solving, innovation, and collaboration are key to achieving shared success.

Thank you for considering my application. I would welcome the opportunity to contribute my expertise, energy, and dedication to your organization. I look forward to the possibility of discussing how I can support your team in achieving its goals.

Sincerely,

Vinus Mathavula

Mathevula Vinus

South African Male: 960513 5426 085
recksonmathevula@gmail.com
Code C1/ 10

36 West Street, Kempton Park
0760320620 / 0711965232

OBJECTIVE

I am highly motivated and detail-oriented Accounts Payable Administrator with over 5 years of experience in financial operations, Creditors reconciliation, Invoicing and SAP system management. Proven ability to work under pressure and meet deadlines while maintaining high accuracy. Adept at working in both team-based and independent capacities.

EXPERIENCE

September 2025 Until Present

PTAC Group – Accounts Payable Administrator

- Receive, verify and capture supplier invoices.
- Match invoices to purchase orders and delivery note.
- Ensure compliance with VAT and the authorisation matrix.
- Reconcile supplier statements with the AP ledger.
- Investigate and resolve discrepancies.
- Prepare payments for approval.
- Ensure timely and accurate payment submissions.
- Handle supplier queries professionally.
- Maintain accurate filling of invoices and payments records.
- Reconcile all bank accounts daily.

July 2023 until August 2025 (Contract Ended)

Customer Loyalty Consultants - Finance Administrator

- Executed weekly payment proposal runs, ensuring all disbursements were accurate and on schedule.
- Monitored and managed creditors ageing reports, identifying overdue accounts and following up to maintain positive supplier relationships.
- Reconciled supplier accounts weekly and monthly, resolving discrepancies to maintain financial accuracy.
- Liaised directly with supplier to address queries, clarify invoices and ensure smooth transactional processes.
- Process supplier invoices accurately into Pastel Evolution on time.
- Prepared and distributed remittance advices, while handling incoming calls and emails from service providers to resolve issues promptly.
- Organised and maintained accurate filing systems for supplier documentation, supporting audit readiness and operational efficiency.

July 2022 until June 2023 (Contract Ended)
TFG Regional Office - Finance Administrator

- Receive and capture supplier invoices into SAP system and Coupa system.
- Match invoices with purchase orders and receipts Orders.
- Sort and process source documents for payment, and send remittance advices to suppliers.
- Reconcile Creditors Statements and resolve supplier queries.
- Perform month-end activities: Journals entries, Accruals, Reversals and GL reallocations.
- Post Credit notes to offset supplier payment and ensure correct Ledger Allocations.

January 2021 to June 2022
TFG Regional Office - JHB Finance Intern

- Receiving and sorting source documents for payments.
- Capturing payments onto accounting system.
- File source documents.
- Email to clients, customers and suppliers.
- Match invoices with purchase order.
- Capture invoices on the system.
- Assist in preparing financial statements and job costing.
- Participate in budgeting and standard costing exercises.

EDUCATION

2018 Financial Management N6, Denver Technical College

2016 Senior Certificate, Nyanisi Secondary School

SKILLS

Computer Skills | MS Word | MS Excel | Pastel Evolution | SAP System | Coupa | Sage

Language Skills | Xitsonga | English | IsiZulu | Sepedi

Personal Skills | Attention to Detail | Analytical Thinking | Ability to Work Under Pressure | Communication Skills | Decision Making Skills | Deadline Driven | Leadership Skills | Teamwork | Time Management | Systematic | Interpersonal Skills | Planning Skills | Organisation Skills | Self Motivated.

REFERENCES

Thembinkosi Kosopi | TFG | Manager | 072 725 6159 | 0219374742

Teresa Mabasa | CLC | Hr Manager | 073 081 3937

Peter Ramokgola | PTAC Group | Manager | 076 314 4586 | 087 759 8254

DRIVER'S LICENCE
 RAPHAEL MO CHAVELA
 CARTAGE CONDUCOR
 VINTHEVLA


ID No: 02/3605135426085

Birth Date: 13/05/1986

Issue Date: 13/12/2013 - 12/12/2015


Country of Birth: RSA

Status: CITIZEN



REPUBLIC OF SOUTH AFRICA
 NATIONAL IDENTITY CARD

Surname: **MATHEVULA**
 Names: **VINUS**
 Sex: **M**
 Nationality: **RSA**
 Identity Number: **9605135426085**
 Date of Birth: **13 MAY 1986**
 Country of Birth: **RSA**
 Status: **CITIZEN**



Signature: _____

SOUTH AFRICAN POLICE SERVICE
 DIVISION: VISIBLE POLICING & OPERATIONS
 KEMPTONPARK

2026 -01- 15

RAPID RAIL POLICE UNIT
 GAUTENG NORTH/LIMPOPO

SOUTH AFRICAN POLICE SERVICE

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 original which was examined by me and that from my observations,
 my waarnemings, die oorspronklike nie op enige wyse gewysig is
 the original has not been altered in any manner.

06/01/15

Datum/Date: _____ Handtekening/Signature: _____

DRIVER RESTRICTIONS

A	A1	≤ 125 cc
B	BVM	≤ 3500 kg
C1	CVM	≤ 10000 kg
C	CVM	≤ 10000 kg
EB	EC1	
EC	EC	


VEHICLE RESTRICTIONS

1. Automatic transmission

2. Special category permit or

3. Physically disabled

4. BLS > 12000 kg (GVW) permitted



Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997

Date of Issue: 23 JUL 2025

If found please return to the Department of Home Affairs
 For enquiry or verification purposes contact 0800 60 11 90

20222300







REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

VINUS MATHEVULA

Identify number 9605135426085

Exam number 7164211120038

Subject

- Xitsonga Home Language
- English First Additional Language
- Mathematical Literacy
- Life Orientation
- Accounting
- Business Studies
- Economics

Achievement

%	level
69	5
50	4
55	4
82	7
46	3
44	3
45	3
***	*



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 Datum/Date: 26/01/15
 [Signature]

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2016

M. S. LAKORETSE
 Chief Executive Officer

170 3005 2087 V



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
 General and Further Education and Training
 South Africa

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(See reverse for more information)



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

FINANCIAL MANAGEMENT

AWARDED TO

MATHEVULA VINUS

IDENTITY NUMBER

9605135426085

WITH EFFECT FROM

2018-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

COST AND MANAGEMENT ACCOUNTING N6

INCOME TAX N6

FINANCIAL ACCOUNTING N6

COMPUTERISED FINANCIAL SYSTEMS N6

ESKOM (Pretoria) has been advised that the above-mentioned candidate has been awarded the certificate of achievement for the above-mentioned qualification. The original certificate has not been altered in any manner.

[Signature] *CSA*

SOUTH AFRICAN POLICE SERVICE
DIVISION: VIOLENCE PREVENTION AND OPERATIONS
RESULTS UNIT
2024-01-21
RAPID RESPONSE UNIT
SUURKRAAN WATERSLOOP

[Signature]
Examination Officer

[Signature]
Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trades and Occupations



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