

XIVONO MTILENI

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Professional Summary

Motivated and detail-oriented Financial Management graduate with over three years of experience in financial administration, reporting, and compliance. Skilled in PeopleSoft Financials, Pastel Evolution, and Microsoft Office Suite. Adept at managing accurate financial data, supporting audits, and streamlining procurement and budget processes. Seeking to contribute strong analytical, organizational, and communication skills in a finance or administrative role.

Education

Higher Certificate in Accounting Sciences – University of South Africa (UNISA), 2025

Key Modules: Introduction to Auditing (Distinction), Taxation of Salaried Persons (Distinction), Financial Accounting, Management Accounting.

National Diploma in Financial Management – Tshwane South TVET College, 2024

Completed N4–N6 coursework and in-service training.

National Senior Certificate (Grade 12) – George Mswazi High School, 2017

Work Experience

Creditors Clerk | DKN Transport

January 2026 – Present

- Reviewed weekly sales schedules, updated missing trips, and verified PODs.
- Captured trips, sales, fuel data, and supporting documents on Picortex.
- Processed, verified, and issued VAT-compliant tax invoices on Sage.
- Scanned, attached, and distributed invoices and PODs to customers.
- Reconciled creditors' accounts monthly and cleared reconciling items.
- Followed up on outstanding invoices and resolved supplier queries.
- Checked payment proposals, sent remittance advices, and maintained accurate

filling and data integrity.

Junior Financial Administrator | University of Pretoria

August 2022 – October 2025

- Managed financial data processes using PeopleSoft, ensuring accuracy and timely reporting.
- Maintained document control and data integrity for enhanced financial report reliability.
- Reviewed and approved expense reports and travel authorizations, ensuring policy compliance.
- Validated invoices for payment and streamlined procurement processes.
- Verified financial accuracy for monthly petty cash and ensured supporting documentation was attached.
- Prepared and submitted procurement requests and managed activation/deactivation of cost centers.
- Assisted with monthly financial summaries and compliance checks, verifying tax invoices and purchase orders.
- Coordinated and participated in budget discussions and financial meetings.
- Processed General Ledger, Commitment Control, and Voucher Journals for fund reallocation.

Duties under Mastercard Foundation Scholars Programme:

- Designed and distributed surveys to gather student feedback for event improvements.
- Coordinated travel logistics including flights and shuttle services for students.
- Managed stock procurement: requested quotations, ordered and packaged items for students.
- Facilitated financial aid processes by compiling and submitting required documents.
- Compiled agendas, recorded minutes, and followed up on action items.
- Handled student and staff inquiries and escalated complex issues when necessary.

Teacher's Assistant | George Mswazi High School

May 2022 – July 2022

- Provided classroom and administrative support to enhance teaching efficiency.
- Assisted with organizing learning materials, recording attendance, and preparing schedules.
- Supported learners in reading, writing, and classroom activities.
- Helped prepare for sports and extracurricular events including netball training.

Teacher's Assistant | Wayeni Primary School

November 2020 – April 2021

- Prepared classrooms for lessons and assisted with classroom management.
- Supported learners in reading, storytelling, and completing academic tasks.
- Maintained learner records and collaborated with teachers in lesson planning.

Skills

- PeopleSoft Financials, Microsoft Office Suite (Excel, Word, Outlook), Pastel Evolution
- Financial Data Entry & Reporting, Taxation & Auditing Fundamentals
- Journal Entry, Accounting to Trial Balance, Cashbook Processing
- Time Management, Team Collaboration, Data Accuracy, Compliance Adherence
- Organizational and Problem-Solving Skills, Interpersonal Communication

References

Maapotle Phahlane – Accountant, University of Pretoria | 081 811 3012

Prof. Gerrit Stols – Director, Department for Education Innovation, University of Pretoria | 082 415 7582

Mr. Mahundla – Principal, George Mswazi High School | 082 924 3086

Mr. Hlungwani – Teacher, Wayeni Primary School | 082 044 0707