

Curriculum vitae

Personal details

Name

Zodumo Xakana

Email address

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Phone number

0780070905

Address

Midrand, Gauteng, 1632

Nationality

South African

Skills & Competencies

- Financial Reporting and Analysis
- Invoice Processing
- Knowledge of PFMA, PPPFA, GRAP and Treasury Regulations
- Deadline-driven with the ability to work effectively under pressure
- Proficient in accounting and financial software including Sage X3, Microsoft Office, QuickBooks, Promun, BAS, Xero, LOGIS and SAP

Professional Bodies & Affiliations

Member of: Accounting Technicians South Africa(ATSA) No:AT4397

Profile

A results-oriented Finance and Procurement Administrator with more than 7 years of experience in reconciliation, invoice management and budget preparation. I am looking for an opportunity to apply my skills in streamlining financial operations and ensuring precise correct records. I have an experience in various leading accounting software, I have a good track record of maintaining compliance with PFMA, PPPFA, treasury guidelines, and SCM policies. Promoting teamwork across departments, I am dedicated to driving excellence and supporting the financial growth of an organization.

Education

Bachelor of Technology in Cost & Management

Accounting - Completed

Nelson Mandela University

Nov 2017

Grade 12

Nyanga High School

Nov 2010

Advanced Diploma Accounting Sciences CTA – Incomplete

University of South Africa

From 2021

Work Experience

Accounts Payable Clerk – Contract expired

May 2024 - Apr 2025

Sivatho Chuma Wealth Managers

- Verified and processed invoices ensuring accuracy and adherence to company policies and provide feedback on payment process
- Scheduled and processed payments on Sage to vendors ensuring timely payments.
- Managed supplier queries, resolved discrepancies and record queries. Maintained accurate financial records including vendor invoices and receipts.
- Matched invoices to purchase orders ensuring accuracy and prepare reconciliations.

Credit Control Coordinator – Contract expired

Aug 2023 - Feb 2024

Eastern Cape Development Corporation (ECDC)

- Ensured debtor receipts were correct and conducted debtor reconciliations.
- Prepared statements and receipts on SAP.
- Compiled management accounts reports.
- Followed up on overdue invoices to ensure timely collections .
- Processed and managed all creditor invoices on Promun.
- Reconciled creditor statements and resolved discrepancies.
- Prepared journal entries related to revenue.

Finance Administrator/Procurement

Jan 2022 - Jul 2023

Administrator – New Offer

Eastern Cape Department of Education (ECDoE)

- Processed invoices and ensured all invoices were captured correctly.
- Prepared monthly reconciliations and accrued payments.
- Checked paid invoices against the payment list.
- Managed the speed point terminal.
- Sourced quotations and created Requests for Quotation (RFQs).
- Managed bid administration and stock control.
- Managed procurement logistics and ensure PFMA and PPPFA compliance.

Accounts Payable Clerk – Contract expired

Jun 2018 - May 2021

Eastern Cape Department of Health (ECDoH)

- Received invoices from the Stores Unit.
- Ensured accurate invoice processing on the LOGIS system.
- Compiled payment documents and ensured all supporting documents were attached and maintained accurate reconciliations
- Controlled and executed the timely payment of all invoices.
- Monitored budget variances and ensured compliance with PFMA and treasury regulations.

Accounting Technician – Contract expired

May 2017 - May 2018

Mandela Bay Accountancy Training

- Prepared monthly reports for payments and account reconciliation.
- Ensured statements and invoices reached clients on time.
- Ensured payment terms were adhered to.
- Arranged and processed debtor and creditor payments.
- Maintained the supplier and debtor master file.
- Managed cashbooks, including petty cash, credit cards and current accounts.
- Assisted with financial data entry and analysis.

References

Bulelwa Mahamba, Manager, Sivatho Chuma Wealth Managers

bmahamba10@gmail.com
083 410 0947/071 374 3069

Nolwandle Jonas, Account Manager, Eastern Cape Development Corporation

njonas@ecdc.co.za
072 533 4024/041 373 8260

Tembelani Mkosana, Team Leader, Department of Education

073 955 0677/047 531 2981

Nomfundo Stokwe, Financial Practitioner, Livingstone Hospital

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Brenda Barnard, Mandela Bay Accountancy Training

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