

# Tshembhani Cindy Shibambo

## PAYROLL ADMINISTRATOR

I am a hardworking, self-Motivated and devoted Woman. I am well Experienced with 3 years as Payroll Administrator, 2 years as Office Administrator. I am very passionate in Payroll and Admin and creative in my approach.



✉ cindyshembhani@gmail.com

📍 NO 77 Block 15 Clayville Ext 45 Olifantsfontein 1666, Johannesburg, South Africa

🐦 @Tshembhani Cindy Shibambo

📷 instagram.com/Tshembhani Cindy Shibambo

📞 0782631508/078 108 7450

🌐 linkedin.com/in/Tshembhani Cindy Shibambo

📘 facebook.com/Cindy Vuxaka Tshembhani

## WORK EXPERIENCE

### PAYROLL ADMINISTRATOR Dischem Pharmacy Head office

01/2022 - Present

Midrand

Capturing different Types of leave on SAP, Printing employees Payslips, Terminating dismissed /Resigned employees on EC and delimit their information on SAP, Add New employees on EC and SAP, Bank Changes, preparing UI19 Dismissed employees/Maternity leave/Parental leave, Do Debt recovery letters for employees who owed company, changing employees cell numbers and address when required, opening staff accounts for employees, Opening December Savings scheme for employees, Overtime correction run for employees who didn't receive their salaries on time, sending leave recon to employees when requested, Printing IRP5 when requested, Acknowledge of debts to employees who damaged company's property, Travel Claims, Notice obligations recovery to employees who didn't serve notice when they Resigned, garnishing maintenance, Case studies and Change and Transfer, Maintainance Order and Kronos Errors

Contact : Robyn Buthelezi (Payroll Supervisor) - 0115891993

### OFFICE ADMINISTRATOR NATIONAL YOUTH DEVELOPMENT AGENCY

01/2018 - 12/2021

Woodmead South Africa

General ledger, bank reconciliations, Type documents using word and excel, Answer Telephones, Organise File System, File documents, Compose Letters

Contact : Mrs ntombi Modipi - 0116517000/0721805703(Supervisor)

### DIPLOMA IN FINANCIAL MANAGEMENT EKURHULENI WEST TVET COLLEGE

01/2015 - 12/2017

South Africa, Kempton Park

Achievements/Tasks

- Financial Accounting
- Computerized Financial Pastel, Payroll and Excel)
- Cost and Management Accounting
- Income Tax
- Entrepreneur and Business Management
- Management Communication

### Matric E.P.P Mhinga Secondary

01/2010 - 12/2014

South Africa, Limpopo

Achievements/Tasks

- English and Xitsonga
- Accounting
- Business Management and Economics
- Life Orientation

## SKILLS

KRONOS

. Pastel

• Payroll

SAP

• Debtors and Creditors

• Vlookup

• Salaries and Wages Journal

• Scheduling of Appointments

• Data validation

• Standard Costing

• Basic Word Processing

• Bookkeeping

• MS Office

• Bank Reconciliation

• Account payables and receivables

• Trial Balance

• Financial Statements

## ACHIEVEMENTS

Certificate Of Attendance (03/2018 - 04/2018)

WORKPLACE LEARNING OPPORTUNITY AS PART OF THE WORK INTERGRATED LEARNING PROGRAM

Business Administration NQL 3 (07/2020 - 09/2021)

EXCEL 101 AND 202 (CONTINUING PROFESSIONAL DEVELOPMENT) UNDER EXCEL ACADEMY (09/2023 - 12/2023)

EXCEL 101 AND EXCEL 202

## LANGUAGES

English

Full Professional Proficiency

Xitsonga

Full Professional Proficiency

Tshivenda

Full Professional Proficiency

Sepedi

Full Professional Proficiency

Isizulu

Full Professional Proficiency

## INTERESTS

• Reading

• Philosophy

• Volley ball

• Movies

• Balling