Tshepi Mazibuko

Credit Controller | Creditors Clerk

Experienced with over 10 years in credit control and debtors administration, supported by formal qualification in finance. Holds a Certificate in Bookkeeping from Boston and the Financial Management Institution.

Skilled in managing large accounts receivable portfolios (book value exceeding R100 million), performing financial analysis, processing invoices, handling reconciliations, conducting credit assessments, and preparing detailed financial reports. Experienced in the full creditors function, including supplier reconciliations, General Ledger reconciliations, journal processing, VAT administration, payment processing, and liaising with procurement and suppliers to ensure accurate and timely financial transactions. Proficient in Microsoft Excel, including advanced functions such as PivotTables, VLOOKUP for data management and reporting.

Background includes customer account reviews, risk evaluation through trade references and credit checks, monthly reporting on aging, AR reconciliations, and unidentified payments. Also experienced in bookkeeping from a trainee role, providing solid foundational accounting knowledge. Brings strong organisational, analytical, and administrative abilities.

PERSONAL INFORMATION

Gauteng, East Rand, Daveyton

078-326-4347

lebelotunu@gmail.com

South African Citizen

Own Vehicle

SKILLS

- ✓ Good Communication
- ✓ Attention to detail
- ✓ Analytical
- ✓ Problem solving
- ✓ Action-oriented
- ✓ Ability to prioritize a demanding workload
- ✓ Team player

COMPUTER SKILLS

- ✓ Spreadsheets
- ✓ Pivot table,
- ✓ V-Lookup formula
- ✓ E-mail

SOFTWARE

- ✓ Sage
- ✓ SAP 4 Hana
- ✓ SAP B1
- ✓ Oracle
- ✓ Axapta
- ✓ Ms Excel
- ✓ Outlook
- ✓ Tungsten Network Portal
- ✓ Pastel

CAREER SUMMARY

Oct 2024-Current
Credit Controller & Creditors Clerk• Shield Chemicals (Chemical Manufacturing & Distribution Company)

Apr 2024-Sep 2024
Credit Controller •BevCO (Food and Beverage Services)

Jun 2023– Mar 2024
Credit Controller •Drive Control Technologies-ICT Distribution

May 2022– Sep 2022
Credit Controller • Hendler & Hart (Manufacturing)

May 2015 – Apr 2022
Credit Controller• Tiger Brands (FMCG)

May 2013 – Jan 2015
Trainee Bookkeeper, Debtors & Creditors Clerk •Proban (Accounting Firm)

Feb 2010– Apr 2013
Administrator •Mbita Consulting Service (Recruitment Agency & Logistics Company)

EDUCATION

University of South Africa -UNISA
Qualification: Bachelor of Education

Boston Business College-2009
Qualification: Bookkeeping Certificate

FASSET Education and Training Authority-2008
Qualification: Bookkeeper Certificate

Debtors Clerk at Shield Chemicals
Oct 2024 – Current
Software: Sage

Creditors Clerk

- Process and capture supplier invoices accurately and ensure invoices are matched to purchase orders and goods received notes (three-way matching).
- Verify that VAT is correctly applied and ensure input VAT is accurately captured in accordance with company policies and tax requirements.
- Prepare and process journal entries and General Ledger reconciliations relating to the creditors function.
- Reconcile supplier statements and resolve invoice discrepancies and payment queries.
- Maintain accurate creditor reconciliations and ensure all accounts are up to date.
- Prepare daily and monthly supplier payment runs and ensure payments are processed within agreed payment terms.
- Allocate supplier payments accurately to the relevant accounts.
- Monitor the creditors age analysis and follow up on outstanding or disputed items.
- Liaise with the Procurement Department to resolve purchase order, pricing, goods receipt, and invoice-related queries.
- Maintain accurate supplier master data and update supplier information when required.
- Prepare documentation and reports required for internal and external audits.
- Build and maintain positive relationships with suppliers while ensuring efficient resolution of account queries.

Debtors

- Accurately allocating bank transactions to customer accounts as per remittance received
- Investigating and resolving queries on customer accounts (Investigate and follow up on unallocated invoices and credit notes / claims)
- Process approved price claims on accounts
- Inform customers regarding overdue accounts
- Ensure customer accounts are placed on hold or taken off hold and inform the Credit Manager and the Sale Representative/Manager of such changes.
- Increasing customer credit limits on managements' request / approval
- Following up on overdue invoices by telephone and email in order to secure payment
- Releasing orders
- Following up on promises to pay to secure a supplementary payment

Journals

- Rebate and discounts – account for as per signed customer trade agreement
- Claims journal
- Transfer journal
- Small balance adjustment

Account Management

- Working on outstanding invoices on a daily basis and passing approved credits on invoices held for payment
- Identify non-payers and place the accounts on hold.
- Maintaining accurate notes on the customer's age analysis.
- Update client information as and when changes become known :(address, telephone, etc.
- Review and maintain the account receivable age analysis on a weekly/monthly basis according to allocated customer accounts and attend weekly meetings with Management to go through and discuss the Age Analysis.

Financial Risk Management

- Doing account reviews every 3months or when credit increase is required
- Monitoring credit limit to ensure client does not exceed

Customer Relations Management

- Sending statements to customers as and when required
- Responding to customer's queries

Credit Controller at BevCo

Apr 2024 – Sep 2024
Software: SAP B1 and SAP 4 Hana
Reason for leaving: Six (6) months contract

Accounts	**Regions**
Shoprite Group ➢ Shoprite ➢ Checkers ➢ Usave **Massmart** ➢ Makro ➢ Game	• Gauteng, • Mpumalanga • Bloemfontein • KZN • Eastern Cape • Western Cape

Responsibilities:

Credit Control

- Opening of accounts
- Accurately allocating bank transactions to customer accounts as per remittance received
- Investigating and resolving queries on customer accounts (Investigate and follow up on unallocated invoices and credit notes / claims)
- Process approved price claims on accounts
- Inform customers regarding overdue invoices
- Following up on overdue invoices and invalid claims by telephone and email in order to secure a supplementary payment
- Matching purchase orders with quantity and pricing,
- In the event of a quantity or pricing difference, I investigate the difference therefore get it authorized and process a credit.
- Generating credit notes for Quantity, Damaged stock, Pricing, Rebates, and Advertising spend and check if the reason codes and GL codes for credits are inserted correctly.
- Approving credits -Return Merchandise Authorization
- Sending all outstanding invoices to the customer to ensure that they are captured for payment
- Preparing monthly Cash-flow forecasting
- Accurately prepare monthly reconciliations of debtors' accounts statements against the age analysis

Journals Processing:

- Rebates and discounts – As per signed customer trade agreement.
- Claims journal
- Small balance write off

Account management

- Working on outstanding invoices on a daily basis-(Working on CMGJ and passing credits on invoices held for payment)
- Working on outstanding invoices on a daily basis-(Working on vendor line list and passing credits on invoices held for payment)

- Sending Shoprite overdue invoices to the respective DAO
- Preparing monthly and By-weekly statements for Shoprite and upload it on the portal.
- Interacting with the sales department in clearing of all pricing claims, matching the promo claims to accruals and clearing all customer spends.
- Maintaining accurate notes on the customer's age analysis.
- Updating client information as and when changes become known :(address, telephone, banking details, etc.)

Reporting

- Creating a tracker report that displays the amount that has been reduced between the first and last day of the month.
- Weekly and monthly reporting of accounts

Customer relations management

- Conduct regular meetings with customers to resolve overdue invoices, short payments and invalid claims to be reversed and paid back.
- Conduct regular meetings with sales representatives and regional managers to resolve pricing variance claims, customer spend claims. And invalid claims to be reversed by the customer.
- Responding to customer's queries

Credit Controller at Drive Control Technologies

Jun 2023 – Mar 2024
Software: Axapta
Reason for leaving: Commute distance

Accounts		
Masstores	Eskom	Old Mutual Holdings
Pioneer foods	Cape Peninsula University of Technology	Toyota South Africa
PepsiCo Simba	University of Stellenbosch	Ford South Africa
Knorr-Bremse	First National Bank	Toyota South Africa
Rhodes Foods	Pinnacle	DHL
Nestle	Anglo American	Mpact
Datacentrics	Mustek	Tarsus

Responsibilities:

Bank Reconciliation

- Importing bank transactions into Axapta
- Reconcile bank and cash balance to bank statement via Axapta recon module

Debtors

- Accurately allocating cash sales to customer accounts
- Accurately allocating bank transactions to customer accounts as per remittance received
- Investigating and resolving queries on customer accounts (Investigate and follow up on unallocated invoices and credit notes / claims)
- Process approved price claims on accounts
- Inform customers regarding overdue accounts
- Ensure customer accounts are placed on hold or taken off hold and inform the Credit Manager and the Sale Representative/Manager of such changes.
- Increasing customer credit limits on managements' request / approval

- Following up on overdue invoices by telephone and email in order to secure payment
- Releasing orders
- Following up on promises to pay to secure a supplementary payment

Journals

- Cash journal
- Speed point journal
- Rebate and discounts – account for as per signed customer trade agreement
- Claims journal
- Intercompany
- Transfer journal
- Small balance write off

Account Management

- Working on outstanding invoices on a daily basis and passing approved credits on invoices held for payment
- Identify non-payers and place the accounts on hold.
- Maintaining accurate notes on the customer's age analysis.
- Update client information as and when changes become known :(address, telephone, etc.
- Review and maintain the account receivable age analysis on a weekly/monthly basis according to allocated customer accounts and attend weekly meetings with Management to go through and discuss the Age Analysis

Reporting

- Preparing a report for overdue accounts
- Preparing the TCPA report of delinquent customers
- Weekly and monthly reporting of accounts

Financial Risk Management

- Doing account reviews every 3months or when credit increase is required
- Preparing customers payment trend report
- Requesting trade references
- Requesting bank codes
- Assessing customers Financials to ascertain ratio, debtors DSO, Creditors DSO and a possible credit limit.
- Credit checks-Requesting XDS report
- Monitoring credit limit to ensure client does not exceed

Customer Relations Management

- Sending statements to customers as and when required
- Responding to customer's queries

Credit Control at Hendler & Hart
May 2022 – Sep 2022
Software: AccPac (Sage)
Reason for leaving: Medical condition during pregnancy

Accounts	Countries
Massmart-Makro	• South Africa • Botswana • Lesotho • Namibia • Zimbabwe • Swaziland
Masstores-Game	
Masscash	
Shoprite	
Unitrade	
Trident	
Westpack	
Continental	

Responsibilities:

Credit Control

- Preparing weekly reconciliation and schedule of company debts
- Responsible for checking and capturing petty cash.
- Processing all type of credits for the company (rebates, advertising, claims with price variance, re-instate invoices etc.)
- Receipting payments on the system as per bank statement
- Processing daily, weekly, by-weekly and monthly payments and making sure they are applied to the correct customer account.
- Calculating settlement discount due to the customer as per trading terms
- Following up on overdue invoices by telephone and email in order to secure payment
- Matching purchase orders with quantity and pricing variance.
- Generating credit notes for Quantity, Damaged stock, Pricing, Rebates, and Advertising spends and check if the reason codes and GL codes for credits are inserted correctly.
- Calling call Centre on daily basis requesting for order numbers
- Releasing orders and monitoring credit limit to ensure client does not exceed
- Accurately prepare monthly reconciliations of debtors' accounts statements against the age analysis
- Follow up on promises to pay to secure a supplementary payment
- Preparation of monthly bank reconciliation

Account Management

- Working on outstanding invoices on a daily basis-(Working on vendor line list and passing credits on invoices held for payment)
- Sending Shoprite overdue invoices to the respective DAO
- Uploading invoices every Monday to customer's portals (Shoprite and Unitrade)
- Maintaining accurate notes on the customer's age analysis.
- Update client information as and when changes become known :(address, telephone, banking details, etc.)

Reporting

- Preparing reports on weekly basis which consist of the following: list of debtors, outstanding claims, Invoice analysis, GL accounts, Petty cash, Daily cash, credit notes analysis, schedule of debt and weekly reconciliation to be submitted to the financial manager and the bank.
- Weekly and monthly reporting of accounts

Financial Risk Management

- Assessing credit worthiness of the customer

- Requesting credit reference checks on customers as and when required.
- Forecasting monthly cash.
- Monitoring credit limit to ensure client does not exceed

Customer Relations Management
- Preparing monthly and By-weekly statements for customers and upload them to their portals (Shoprite and Unitrade)
- Responding to customer's queries

Credit Control at Tiger Brands
May 2015 – Apr 2022
Software: Oracle
Reason for leaving: Lack of Career Advancement

Accounts	**Business Units**	**Regions**
Massmart-Makro and Game Masscash Shield Shoprite	• Culinary • Consumer • Snacks & Treats • Beverages • Jungle • Milling • Tastic • Pasta	• Gauteng, • Bloemfontein, • KZN, • Eastern Cape, • Western Cape

Responsibilities:

Credit Control
- Taking a proactive part in overseeing and collecting debts of company debtors
- Managing chain stores
- Ensuring that the credit terms of the company are met by customers
- All claims are recorded, cleared and communicated in a timely manner
- Matching purchase orders with quantity and pricing,
- In the event of a qty or pricing difference, I investigate the difference therefore get it authorized and process a credit.
- Generating credit notes for Quantity, Damaged stock, Pricing, Rebates, and Advertising spend and check if the reason codes and GL codes for credits are inserted correctly.
- Approving credits -Return Merchandise Authorization
- Processing incoming funds and making sure they are applied to the correct customer account.
- Calculating settlement discount due to the customer, get it signed by the supervisor thereafter pass a settlement discount credit.
- Sending all outstanding invoices to the customer to ensure that they are captured for payment
- Sending Shoprite overdue invoices to the respective DAO
- Uploading invoices every Monday to customer's portals (Shoprite)
- Following up payments as needed.
- Contact customers who are in arrears daily to secure payment
- Follow up on promises to pay to secure a supplementary payment
- Accurately prepare monthly reconciliations of debtors' accounts statements against the age analysis

Account management
- Working on outstanding invoices on a daily basis-(Working on vendor line list and passing credits on invoices held for payment)
- Uploading invoices every Monday to customer's portals (Shoprite)

- Interacting with the sales department in clearing of all pricing claims, matching the promo claims to accruals and clearing all promo claims.
- Maintaining accurate notes on the customer's age analysis.
- Update client information as and when changes become known :(address, telephone, banking details, etc.)
- Monitoring credit limit to ensure client does not exceed

Reporting

- Preparing reports on weekly basis which consist of the following: list of debtors, outstanding claims, Invoice analysis, GL accounts, Petty cash, Daily cash, credit notes analysis, schedule of debt and weekly reconciliation to be submitted to the financial manager and the bank.
- Prepare monthly reports of aging totals, recon report, unidentified payments, and unapplied receipts, return merchandise authorization and submitting them to the Financial Accountant.
- Weekly and monthly reporting of accounts
- Prepare monthly age analysis and reporting to the credit manager on delinquent accounts
- Preparing the TCPA report of delinquent customers

Financial Risk Management

- Requesting credit reference checks on customers as and when required.
- Preparing monthly Cash-flow forecasting
- Monitoring credit limit to ensure client does not exceed

Customer relations management

- Conduct regular meetings with customers to resolve overdue invoices, short payments and invalid claims to be reversed and paid back.
- Oversee the forwarding of monthly statements to clients to keep them updated on debt collection activities
- Responding to customer's queries

Trainee Bookkeeper: Debtors & creditors Clerk at Proban

May 2013 – Jan 2015
Software: Pastel and VIP-Payroll
Reason for leaving: Company closed down

Responsibilities

- Maintain records of financial transactions by establishing accounts &and posting transactions.
- Lodge and filing Annual Returns with CIPC for four (4) Companies
- Perform bank reconciliation
- Prepare income statement
- Process expense analysis sheet
- Make payments of business transactions.
- Load and verifying payments on Business Online.
- Process and monitoring payments and expenditures per department
- Create a purchase order for ordering stock
- Link goods received notes to the purchase orders
- Link supplier's invoices to goods received notes
- Add stock under inventory file
- Invoice clients
- Send statements to clients of all open invoices and outstanding monies
- Make follow up on all clients who have outstanding payments on invoices
- Post all payments to customers who paid the invoices according to the bank statement.
- Ensure that suppliers are paid within established time limits
- Send remittance advices to supplier after completion the payment run
- Accurately prepare monthly reconciliations of debtors accounts statements against the age analysis
- Managing electronic timekeeping system
- Computing wages and salaries
- Ensuring employees are paid correctly and on time

Administrator at Mbita Consulting Services
Feb 2010 – Apr 2013
Software: Excel and VIP-Payroll
Reason for leaving: Pursuing a Role Aligned with My Qualification

Responsibilities:

Debtors Clerk

- Invoice clients
- Check and match invoice against the PO
- Send statements to clients of all open invoices and outstanding monies
- Make follow up on all clients who have outstanding payments on invoices
- Prepare quotations
- Handled the following Accounts: Metrorail, Prasa Trading as Autopax, Standard Bank (CBD), Department of Education, Department of Sport, Art, Culture & Recreation and WBHO.
- Make payment follow up
- Handle petty cash /Petty cash recording

Administration

- Manually collecting timesheets and capturing hours worked for wages &salaries of 372 employees.
- Audit of Payroll and registration of all short payments.
- Reconcile of all hours and validation of legitimate overtime hours
- Administer all payment queries
- Liaise with Payroll manager on all payroll matters
- Assisting with projects as and when required
- Manage contractors /Temps and volunteers
- Continuous follow-up & service to existing clients via telephone and Email
- Monitor the progress on preparation of tender documents
- Make application of the BEE Certificate for the company
- Ensure smooth running and take charge of the office.
- Order office stationery
- General office administration functions: Typing, Binding, Faxing, Copying and Scanning
- Maintain an efficient and effective filing system
- Operating Switchboard
- Screen candidates telephonically
- Record messages accurately
- Direct calls and respond to queries

Fleet Administrator

- Make quotations for transportation
- Travel arrangements
- Monitor fuel usage and odometer reading of fleet vehicle
- Update and maintaining of various registers i.e: Traffic fines, Vehicles and License data,etc.
- Manage transportation operations.
- Capture kilometers for trips taken. e.g. Shosholoza Meyl
- Capture petrol slips on the spreadsheet
- Assist drivers with daily route problems
- Ensure vehicles are repaired and serviced on a continuous basis

HR & Recruitment

- Manage contractors /Temps and volunteers
- Submit all leave form, overtime and logbook to payroll manager and keeping a record of all leave requests.
- Ensure that all staff information are properly kept, updated and confidentiality is maintained.
- Capture information of new employees in the database
- Advertising positions avalable on P-net
- Conducting competency based reference checks
- Perform criminal checks on prospective preliminary successful candidates
- Research best candidates for each specific available position
- Handle ad responses