

# Ripfumelo Shilubane

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## Objective

Detail-oriented accounting graduate with a completed Advanced Diploma in Accounting Sciences and currently pursuing a Postgraduate Diploma in Financial Accounting. Possessing a solid foundation in financial reporting, taxation, and auditing, I am seeking an accounting and finance role to apply technical expertise, support financial operations, and contribute to accurate and timely financial reporting while continuing to develop professionally.

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## Education

### Post Graduate Diploma in Financial Accounting

University of South Africa | 2026-present

### Advanced Diploma in Accounting Sciences

University of South Africa | 2024-2025

### Diploma in Internal Auditing

Tshwane University of Technology | 2021-2023

### Sage 50C Pastel Advanced Certificate

Tshwane University of Technology | 2022

### Grade 12 (National Senior Certificate)

Hudson Ntsanwisi Senior Secondary School | 2020

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# Experience

## Finance Intern

### **Consumer Goods and Services Ombudsman (CGSO) —Oct 2025–March 2026**

#### **Accounts Payable**

- Managed onboarding of new suppliers and maintained existing supplier records
- Reviewed vendor application forms and captured supplier details on the system
- Received and verified supplier invoices and statements of account
- Raised purchase orders and submitted for processing
- Prepared payment requisitions in line with company procedures
- Performed supplier reconciliations to ensure accuracy and completeness
- Requested supplier statements for month-end processing

#### **Accounts Receivable**

- Received and reviewed participant application forms from the New Business team
- Verified completeness and accuracy of turnover confirmations and supporting documentation
- Captured data and submitted for internal review
- Raised sales orders and submitted for final approval
- Prepared and issued invoices
- Managed participant onboarding and account setup
- Performed collections processes, including statement runs and follow-ups

#### **General Accounting & Administration**

- Maintained proper filing of financial documents and records
- Recorded credit notes
- Managed petty cash transactions and reconciliations

#### **Cashbook & Financial Reporting**

- Captured cashbook transactions accurately and timeously
- Performed bank reconciliations for multiple accounts
- Prepared journal entries and supporting documentation
- Assisted with income statement reviews

#### **Reconciliations & Schedules**

- Reviewed contract schedules and supporting documentation
  - Performed participant schedule reconciliations
  - Reviewed fixed asset register for accuracy and completeness
  - Prepared and reviewed VAT reconciliations
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## Internal Audit and Risk Intern

### Consumer Goods and Services Ombudsman (CGSO) — April 2025-Sep 2025

- Reviewed and maintained audit working papers to support audit findings and conclusions
- Identified and documented internal control weaknesses, and assisted in recommending improvements to enhance operational efficiency and compliance
- Performed audits including petty cash management and contract management, ensuring adherence to internal policies and procedures
- Collaborated with the internal Auditor to ensure timely completion of audit engagements and adherence to internal audit standards and quality requirements
- Assisted in the preparation of audit reports and supporting documentation for Contract management review
- Supported the Finance Department during external audit engagements by providing audit samples and relevant documentation accurately and on time
- Contributed to the development of internal audit methodologies and the internal audit charter
- Assisted in preparing and facilitating risk management workshops
- Participated in the development and maintenance of departmental risk registers

## Technical & Soft Skills

- Microsoft Excel (Intermediate): VLOOKUP, Pivot Tables, data capturing, reconciliations, basic formulas
- Microsoft Word
- PowerPoint
- Experience with accounting systems (e.g., Sage 50cloud Pastel or similar)
- Strong attention to detail and accuracy
- Good organisational and time management skills
- Ability to meet deadlines, especially during month-end
- Analytical thinking and problem-solving
- Effective communication (written and verbal)
- Ability to work independently and within a team
- High level of integrity and confidentiality
- Adaptability and willingness to learn
- Strong administrative and coordination skills
- Professionalism and accountability
- Time Management

## Reference

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**Mzwakhe Skhosana** Bookkeeper — Consumer Goods and Services Ombudsman (CGSO)  
(Contact details available upon request)