Philimon Munangati
Middle Bookkeeper

SUMMARY

Engineer possesses extensive experience in financial software tools including Sage Cloud, QuickBooks, and Xero, with demonstrated expertise in migrating accounting software to cloud platforms to enhance data capture and reporting efficiency. Proven track record in automating invoice processing and bank reconciliation workflows. Skilled in API integration and AI chatbot setup, showcasing proficiency in modern automation and integration techniques. Experienced in managing payroll systems and financial reporting for large employee bases. Strong project management background with a focus on developing and implementing research instruments and digital campaigns. Combines accounting sciences knowledge with technical skills to deliver precise and efficient financial data solutions.

TECHNICAL SKILLS

Main Technical Skills	Oracle OCI (2 yr.), QuickBooks (2 yr.), Xero (2 yr.)
JavaScript Libraries and Tools	Immutable.js (2 yr.), p5.js (2 yr.)
.NET Platform	Inno Setup
UI Frameworks, Libraries, and Browsers	Ant Design
Cloud Platforms, Services & Computing	Oracle OCI (2 yr.)
Industry Domain Experience	Banking (2 yr.)
QA, Test Automation, Security	Allure Report (2 yr.)
SDK / API and Integrations	API
iOS Libraries and Tools	MDM (2 yr.)
Project Management & Administration	Problem Solving
Platforms	QuickBooks (2 yr.), Xero (2 yr.)
Mail / Network Protocols / Data transfer	WebRTC
Other Technical Skills	Illustration and icons

WORK EXPERIENCE

Accounts Payable Clerk, Accounts Payable Management

Duration: Sep 2019 – Mar 2021
Summary:

- Processed payments and 100+ invoices monthly using Sage Pastel Accounting
- Assisted the Human Resources department with the payroll preparation and payments for 200+ employees
- Assisted in the preparations of financial statements
- Accurate filing of bank statements, invoices and financial statements
- Preparation and reconciliation of bank and supplier's statements
- Provided administrative support such as supplier credit applications to ensure better credit terms

Responsibilities: Processing payments and invoices, payroll assistance, financial statement preparation, filing documents, bank and supplier statement reconciliation, administrative support for supplier credit applications.
Technologies: Sage Pastel Accounting

Project Manager, Project Management and Research Support

Duration: Apr 2021 – Jul 2021
Summary:

- Created and maintained comprehensive project documentation
- Collaborated with colleagues through testing surveys, writing and setting up questionnaires and quizzes
- Met with clients to take detailed ordering briefs and specific requirements of each research project
- Prepared qualitative research instruments, including recruitment questionnaires and discussion guides
- Ran email, phone calls and SMS campaigns to ensure the clients get the perfect candidates that represent the client's customer base

Responsibilities: Project documentation, collaboration on survey and questionnaire creation, client meetings for requirements gathering, preparation of qualitative research instruments, executing multi-channel candidate recruitment campaigns.

Bookkeeper, Bookkeeping and Financial Management

Duration: Aug 2021 – April 2025
Summary:

- Collaborated with other departments in relation to financial issues such as product pricing
- Collaborated with the accountants to facilitate month-end and year-end processes, preparing entries, financial statements, and reports
- Prepared and reconciled bank, Customers and suppliers' statements
- Prepared and submitted quarterly VAT201 reports
- Implemented and designed customer refund policy
- Managed the collection of rental income and any lease issues for 10 restaurants
- Managed payroll for 150+ employees and submitted EMP201 reports
- Updated accounting software to cloud to improve the efficiency of data capturing and accurate financial reporting

Responsibilities: Financial collaboration on pricing, month-end and year-end closing, bank and statement reconciliation, VAT reporting, customer refund policy implementation, rental income management, payroll management, accounting software cloud migration.
Technologies: Sage Cloud, QuickBooks, Xero

EDUCATION

- **Matric Certificate**
  Cosmo City Secondary School
  Jan 2013 – Dec 2017
- **Bachelor of Accounting Sciences in Financial Accounting**
  University of South Africa (Expected Graduation: Dec 2025)
  Jan 2019 – Present