Last Update: 04.2021

1. PERSONAL INFORMATION

SURNAME : Mkhize
FIRST NAMES : Thulasizwe Protas
HOME LANGUAGE : IsiZulu
OTHER LANGUAGES : English, IsiXosa, Sesotho
DRIVERS LICENCE : C1 (Code 10)
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2. EDUCATIONAL QUALIFICATIONS

SECONDARY QUALIFICATIONS

SCHOOL : Ntwenhle High School
HIGHEST STANDARD PASSED : Grade 12 (Year: 2000)
SUBJECT PASSED : Included:

- IsiZulu
- English
- Mathematics
- Accounting
- Economics
- Business Economics

Computer Literacy & Acquired Skills

1 MS Word, MS Excel, MS Power Point, Corel Word & MS Outlook
2 ERP System (SAP, Pastel, JD Edwards & VIP Payroll)
3 PFMA, IFRS

HIGHER QUALIFICATIONS

INSTITUTION : Durban University of Technology
QUALIFICATION : National Diploma; Financial Information Systems
SUBJECT PASSED : Included:

- Taxation 1
- Internal Auditing 1 & 2
- Financial Accounting 1, 2 & 3
- Cost & Management Accounting 1
- Programming (VB 6)
- Development Software 1 & 2
- Financial Information Systems 1, 2 & 3

INSTITUTION : Unisa - 2005
SUBJECT PASSED : Information Technology Skills

INSTITUTION : Softline VIP - 2007
QUALIFICATION OBTAINED : VIP Payroll Course

INSTITUTION : Varsity College - 2008
QUALIFICATION OBTAINED : Diploma; Project Management

INSTITUTION : Durban University of Technology
QUALIFICATION : B'Tech; Financial Information Systems (incomplete)

- Corporate Reporting 4
- Industrial Law
- Financial Accounting 4 (***Pending***)
- Functional Accounting
- Financial Management 4 (***Pending***)
- Advanced Communication Management Skills
- Financial Information Systems (***Pending***)
- Research Methodology

3. EMPLOYMENT HISTORY

1. **NAME OF COMPANY : Renocare Center (PTY) LTD t/a Renocare Dialysis**
   PERIOD OF SERVICE : July 2020 to January 2021
   POSITION : Financial Manager

- Direct Company's Financial Goals, Objectives and Cash Forecasting & Budgeting (both Short & Long term)
- Direct Company's Investments Portfolio
- Accounting i.e. Customer Billing, Accounts Receivable& Collection, Accounts Payables
- Collate, Analyze, Interpret &Present Financial Information i.e. Accounting Reports, Cash Management and Overall Financial Performance in relation to Business Plans
- Oversee Finance Operations, Design & Maintain Financial Systems and Framework
- Asset Management (Acquisition, Management & Disposals)
- Internal Control Management, Internal Audit & External Audit Liaison
- Procurement Management
- Compliance Management i.e. SARS, CIPC, etc.

2. **NAME OF COMPANY : Transnet Properties**
   PERIOD OF SERVICE : June 2012 to June 2020
   POSITION : Creditors Reconciliation Clerk

Reconcile of monthly pre-payment reports

- Check invoices against the pre-payment report
- Compile journal entries to adjust incorrect GL entries
- Prepare monthly rental /utilities invoices, e.g. GL account, Cost Center and the amount applicable for the month.

Data Capturing

- Ensuring that all relevant documentation, e.g. invoices, goods received notes, orders and delivery notes are submitted
- Check that the invoice received are approved by the respective recipient
- Check that the invoice conforms with the VAT Tax Act
- Return unmatched documents to the relevant divisions/ department or supplier with a note stating the reason for such return
- Compare the original invoice and the credit note against the captured information
- Double checking the data that appears on the invoice to that captured on the system
- Ensuring the correct supplier account and GL account are being used
- Ensuring the expenses are incurred in the correct accounting period, balances are not over/ understated and expenses are allocated correctly according to the vote allocations

Ensures that suppliers are paid according to supplier terms by:

- Adhering to payment terms to ensure the organisations credit standing
- Utilizing discounts by ensuring payment within the discount timeframe
- Ensuring payments are made in order to avoid interest payments

Administration

- Open all mails (original tax invoices and statements)
- Handle all queries from department in relation creditors

Customer Service

- Liaise with suppliers regarding outstanding invoices
- Provide/ Inform suppliers on electronic payments made, by faxing proof of payments
- Handle all general supplier queries that could arise from statements, invoices and credits notes

Resolve creditor payment queries

- Liaise with the departments or person concerned

Reporting

- Balance Sheets GL Reconciling/ Reports
- Flash Reports (Assisting/Ad hoc)
- PFMA (Assisting/Ad hoc)

3. **NAME OF COMPANY : Ezemvelo KZN Wildlife**
PERIOD OF SERVICE : February 2010 to May 2012
POSITION : Creditors Reconciliation Clerk

Reconcile of monthly pre-payment reports

- Check invoices against the pre-payment report
- Compile journal entries to adjust incorrect vote entries
- Prepare monthly rental /utilities invoices, e.g. GL account, Cost Center and the amount applicable for the month.

Data Capturing

- Ensuring that all relevant documentation, e.g. invoices, goods received notes, orders and delivery notes are submitted
- Check that the invoice received are approved by the respective recipient
- Check that the invoice conforms with the VAT Tax Act
- Return unmatched documents to the relevant camp/station or supplier with a note stating the reason for such return
- Ensure that the tally strip balances with computerised batch header
- Compare the original invoice and the credit note against the captured information
- Correct any discrepancies and amend the batch header
- Double checking the data that appears on the invoice to that captured on the system
- Ensuring the correct supplier account code and GL account are being used
- Ensuring the expenses are incurred in the correct accounting period, balances are not over/ understated and expenses are allocated correctly according to the vote allocations

Ensures that suppliers are paid according to supplier terms by:

- Adhering to payment terms to ensure the organisations credit standing
- Utilising discounts by ensuring payment within the discount timeframe
- Ensuring payments are made in order to avoid interest payments

Administration

- Open all mails (original tax invoices and statements)
- Handle all queries from camps/stations in relation creditors

Customer Service

- Liaise with suppliers regarding outstanding invoices
- Provide/ Inform suppliers on electronic payments made, by faxing proof of payments
- Handle all general supplier queries that could arise from statements, invoices and credits notes

Resolve creditor payment queries

- Liaise with the camp/station or person concerned

4. **NAME OF COMPANY : Ezemvelo KZN Wildlife**
PERIOD OF SERVICE : November 2008 to January 2010
POSITION : Supplier Database Administrator
MAIN RESPONSIBILITIES : Include:
   - ◊ Issue new database registration forms to suppliers
   - ◊ Check suppliers documents for completion on submission of database forms
   - ◊ Request further documents and information where necessary
   - ◊ Check and verify ownership and directorship of suppliers with CIPRO
   - ◊ Liaise with the SARS to ensure good standing of supplier's taxes
   - ◊ Prepare supplier database forms for capturing after verification
   - o Re-designed Database registration forms
   - o Re-designed system requirements and system reporting formats

5. **NAME OF COMPANY : Ekuseni Personnel Consultants**
PERIOD OF SERVICE : June 2007 to June 2008
POSITION : Financial Officer
MAIN RESPONSIBILITIES : Included:
   - o **Payroll Administrator**
   - ◊ Perform Weekly Payroll.

- ◊ Perform Monthly Payroll.
- ◊ Complete payroll reports.
    - o **Financial Officer**
- ◊ Perform Bank reconciliation, income and expenditure accounts.
- ◊ Perform Cash Book entries, to trial balance.
- ◊ Cash flow statement.
- ◊ Income Statement.
- ◊ Monthly Budgeting.
- ◊ Monthly Financial Projections, estimating and actualizing.
- ◊ PAYE and VAT planning and filling of returns and submissions thereof.
- ◊ Reconciliation of SARS returns.
- ◊ Reconciliation of customer accounts (Debtors), statements and debtors age analysis.
- ◊ Perform Creditors payments and Creditors recon every month.
- ◊ Interact with customers at ad hoc bases.
- ◊ Developing of Time Sheets Management System.
- ◊ Developing of Finance's Workflow System.
- ◊ Supervisory over Invoicing & Debtors Clerks.

6. **NAME OF COMPANY : Eskom Holdings (PTY) LTD (Distribution).**
   PERIOD OF SERVICE : August 2006 to May 2007
   POSITION : Debt Collection Assistant
   MAIN RESPONSIBILITIES : Included:
   - ◊ Collection, payment arrangement & severance.
   - ◊ Dealing with Debt Collection Agencies.
   - ◊ Late payment charges, late payment reversal.
   - ◊ Adjustments in CC & B.
       - o Adjust error Billing
       - o Re-Print correct Billing Statement
   - ◊ Processing customer accounts from Ad hoc notice.
   - ◊ Prepare write off for bad debts.
   - ◊ Monitor terminated accounts.
   - ◊ Follow up customer's response.
   - ◊ Perform related duties.

7. **NAME OF COMPANY : eThekwini Water Services**
   PERIOD OF SERVICE : November 2003 to March 2006
   POSITION : Senior Creditors Clerk
   MAIN RESPONSIBILITIES : Included:
   - ◊ Invoice matching with internal GRV.
   - ◊ Prepare batch headers for capturing.
   - ◊ Capturing of Invoices on JD Edward (Invoices over R 500 K).
   - ◊ Check pre-payment report to validate if correct supplier accounting is paid.
   - ◊ Issue Cheque to suppliers not on electronic transfers.
   - ◊ Assist suppliers wishing to change account details.
   - ◊ Perform monthly reconciliation of supplier accounts based on suppliers statements and supplier ledger accounts.
   - ◊ Responsible for supervising of Creditors Clerks.
   - ◊ Responsible for book value of over R 25M.
   - ◊ Attending to supplier queries (Personal & Telephonically).
   - ◊ Filling.

3. REFERENCES

References available on rquest…