

# **Curriculum Vitae of Nicolas Duane Muller**

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## **Personal Details**

Full Names:	Nicolas Duane Muller
ID Number:	8705245048083
Sex:	Male
Nationality:	South African
Marital Status:	Married
Dependents:	Two
Home Language:	English
Second Language:	Afrikaans
Driver's License:	Code B (own car)
Contact Number:	0723148218
Email Address:	nicolas.nwp@gmail.com
Residential Address:	33 Buckland Avenue, Fernglen, Port Elizabeth, 6045

## **Personal Profile**

I'm a self-starting, energetic hard worker, with a good sense of humour. My ability to bear responsibilities, do accurate financial calculations, good communication skills, and to be a leader who can listen to and work with people of different genders, race and personalities, would allow me to make a difference at any place of work. I'm confident that my knowledge and skills that accompanied my education should be of interest to you.

I like a challenge and would want to go up and grow within the company and I believe with the right opportunities I can make a difference.

I enjoy helping and developing staff members by motivating and mentoring them to grow and improve themselves and for the team to achieve the company goals and objectives.

I am quality driven, I pay attention to detail as accuracy is important, and I am analytically minded, I can multi-task and manage multiple priorities with a strong sense of ownership and can work under pressure.

## **Academic Qualification**

Matriculated in 2005 at Oudtshoorn High School and passed the following subjects with exemption:

- English
- Afrikaans
- Accounting (Higher Grade)
- Mathematics (Higher Grade)
- Biology (Higher Grade)
- Physical Science (Standard Grade)

I have also started my studies towards my Bcom Accounting degree.

I am computer literate in the following:

- Microsoft Office
- Pastel
- TAS Books, Audit Mate & Team Mate
- NAEDO Web
- Arrears Web
- CompuScan
- Email and Internet

## Employment Record

Name of Employer: Gerber Botha & Gowar (Chartered Accountants)  
Period: 2 January 2007 to 14 August 2009  
Position Held: Accounting Audit Clerk

Name of Employer: Capitec Bank Ltd  
Period: 17 August 2009 to 31 March 2011  
Position Held: Service Consultant

Name of Employer: Capitec Bank Ltd  
Period: 1 April 2011 to 17 May 2013  
Position Held: Branch Internal Auditor

Name of Employer: Capitec Bank Ltd  
Period: 20 May 2013 to 15 August 2016  
Position Held: Branch Manager

Name of Employer: Old Mutual  
Period: 1 September 2016 to 30 April 2017  
Position Held: Personal Financial Advisor

Name of Employer: Old Mutual Finance  
Period: 1 July 2017 to 14 October 2022  
Position Held: Branch Manager

Name of Employer: Ignite Fitness  
Period: 17 October 2022 to Current  
Position Held: Sales Manager

### Skills Obtained:

- Internal relationships
- Communication skills
- To bear responsibilities
- Delegation of duties
- Accurate reading of financial statements
- Necessary letters to clients
- Liaison
- Handling of disappointment
- To work in a team
- Registration of different entities
- Diversity of cultures
- Prioritising
- Work under pressure
- Reception and assisting clients
- Working on accounting and audit programs
- Strategically manage staff
- Preparing documentation to conduct daily start-up-meetings
- Implementation of policies and procedures with fellow team members
- Liaising with clients
- Compiling of various reports; month end reports and weekly performance monitoring
- Monitoring telephone manner and general performance of staff daily
- Maintain relations with clients
- Training of new staff members
- Keeping staff up to date on new processes