

MKHIZE BATHOBILE ANGEL THOBI

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📍 2 Rayleigh Court 214 Moore Road Durban 4001

Personal Details

Date of Birth : 25/04/1977

Nationality : South African

Gender : Female

Driving Licence : Code B

Alternative Number : 078 463 1818

Languages

Isizulu

English

Education

1995 Imbeka High School

Grade 12

2000 Mangosuthu University of Technology

National Diploma in Cost and Management Accounting
Diploma

2000 Mangosuthu University of Technology

Certificate of Computer Literacy
Certificate

2017 University of Johannesburg

Higher Certificate in Criminal Justice and forensic investigation
Higher Certificate

Skills

• Strong driving record. • Navigation. • Customer service. • Basic maintenance knowledge. • Physical fitness and strength. • Efficiency and time-management. • Problem-solving. • Details-orientated.

Objective

I am seeking employment within a corporate company that offers stable, secure position. A company that allows room to grow and opportunities, whereby I may exercise my skills, abilities for the benefit of the company. I am seeking a position of challenge as I feel I have the potential to succeed in anything I put my mind to. I am: • Deadline driven. • Hard worker. • Team player. • Ethical and honest. • Eager to learn.

Additional Information

KNOWLEDGE

PERSAL

Batho Pele, Basic Conditions of Employment

Public Finance Management Act (PFMA) and Labour Relation

Treasury Regulations

Public Service Act, Criminal Procedure Act

Unemployment Insurance Act and Regulations

Risk Management and Project Management.

Achievements & Awards

• Service Excellence • Conflict Management • Money Laundering • Financial Advisory
Intermediary Services (FIAS) • Financial Intelligence Centre Act (FICA) • Financial
Management • Assertiveness • Standard Charts of Accounts (SCOA)

Experience

KZN Department of Education

2005 - 2017

Senior State Account

DUTIES

- Planning and organizing the audit projects and documenting all relevant systems, procedures, operations, transaction flows and activities identified by the Audit plan.
- Preparing working papers and schedule of findings.
- Creating database for internal audit and external audit queries.
- Perform ad hoc audit and forensic audits.
- Performing process analysis and detailed testing of transactions and processes.
- Identifying and evaluating controls employed by the Department.
- Assessing internal controls of various components of the department.
- Evaluating test results and designing effective systems of internal control.
- Ensure compliance with the controls and prescripts.
- Conducting financial inspections and Risk Assessment in all KZN Department of Education offices.
- Assisting with facilitation of business unit's risk assessments.

- Updating the Risk Register with the results of forensic investigations and internal control inspections.
- Compile audit and investigation reports and conduct follow up audits.
- Conducting investigations on corruption, fraud and criminally related matters
- Reporting fraud to SAPS and liaising with SAPS and NPA departments.
- Attending to court cases and departmental hearings to provide evidence required.
- Team leader for various audit and investigation projects since 2007 to date.
- Supervision of work performed by less experienced staff (newly appointed employees and interns).
- Assisting with responses in addressing queries raised by Auditor-General.

2000 - 2005

Ithala Limited

Adviser

DUTIES

- Advertising i.e. selling savings and loan products
- Educating and informing clients about savings and loan products.
- Handling savings and loan queries.
- Handling of high volumes of cash and cheques.
- Handling administration i.e. maintaining branch records, bank reconciliation, providing support service to the branch by rendering assistance on annual budget formulation, analyze and report on financial statements and providing a relief service.

1998 - 1999

Industrial Sewing Machine

Accounts Trainee

DUTIES

- Prepare and make payments of salaries and wages.

- Handling of debtors and creditors accounts.
- Making payments to creditors and
- Bank reconciliation.

Reference

Mr Sphiwe N. Zulu - "KZN DEPARTMENT OF EDUCATION "

Assistant Manager

Sphiwe zulu@kzndoe.gov.za

033-348 6043 / 082 321 7103 / 079 292 4514

Mr Mandla J. Malindisa - "DWEPD"

Director

Mandla.malindisa@dwepd.gov.za

012-359 0200 / 082 885 8669

Ms Tennis N. Khanyeza - "Ithala Limited "

Admin Manager

nkhanyez@ithala.co.za

031-366 2542 / 082 930 2345 / 083 579 3862