



# Seipati Tloome

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for a job preferably in finance/banking sector. My strong points and experience involves

: Customer Service Management,

Account Balancing

Preferred occupation

Banking

Finance jobs

Operations Clerk

Administrative jobs

Finance officer

Finance jobs

Receptionist

Administrative jobs

Preferred work location

Bloemfontein

Free State

Welkom

Free State

## Contacts and general information about me

Day of birth

1983-09-19 (42 years old)

Gender

Female

Residential location

Welkom

Free State

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period **nuo 2019.10 iki 2022.09**

Company name Standard Bank

You were working at: Banking

Occupation Service Management Consultant

What you did at this job position? Performs a liaison role between the Customer and all other internal support divisions of the Bank. Assists corporate customers with general account management. Responsible for query and complaints management relating to the portfolio. Ensures that customer service expectations are met and exceeded. Support clients and stakeholders in the accurate completion of opening documentation of accounts. Builds and maintains relationships with customers by ensuring customer requests are actioned timeously and efficiently.

Working period **nuo 2018.09 iki 2019.09**

Company name Standard Bank

You were working at: Banking

Occupation Team Leader Reconciliation

What you did at this job position? 2.1 Timeous escalation and recovery of all fees and penalties  
2.2 Tracking of CIT costs and special deliveries  
2.3 Accurate tracking and ordering of Stationary inventory and usage  
3.1 Deposit processing TAT  
3.2 Timeous and regular cash clearances for cash recycling

Working period **nuo 2016.01 iki 2018.08**

Company name Standard Bank

You were working at: Banking

Occupation Audit Officer

What you did at this job position? 3. 100% accuracy when performing scrutiny's e.g. reports, Balance records asset register, etc. 4. Conduct special investigations and record findings. -Support Losses Team 5. 100% adherence to compliance training. 6. Zero unsatisfactory audit findings. 7. Achieve 95% Compliance to Audit Schedule 8. Reduce Risk of Loss of Equipment under Logistics Control

Working period **nuo 2011.12 iki 2015.12**

Company name Standard Bank

You were working at: Banking

Occupation Customer Liaison Officer

What you did at this job position? Adherence to cash Centre standards and process blueprints  
Building relationships  
Successful rollout of projects  
Support volume growth and acquisition initiative. Customer queries resolved within SLA TAT  
Cash Centre Retail deposit processing errors/TAT  
Cash Centre deposit processing errors/TAT  
Cash Upload deposit processing TAT  
Vendor Management  
Excellent customer service levels (internal and external)

Working period **nuo 2007.07 iki 2011.11**

Company name Standard Bank

You were working at: Banking

Occupation Teller

What you did at this job position? Deliver to keep the client happy 2. Design effective and efficient client processes 3. Deliver Operational Excellence consistently. 1.1 100% Adherence to all Retail and ATM customer requirements 1.2 100% duplicates for previous day prepared and dispatched to CIT

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
Afrikaans	basic	very good	very good
Sesotho	fluent	fluent	good

### Computer knowledge

Basic understanding of Microsoft Excel and word.

### Recommendations

Contact person Thembelani Masiteng

Occupation Manager, Vehicle Ownership

Company Nedbank

Telephone number 0745853338

Email address masitengt@gmail.com

Contact person Inteyaz Syed

Occupation Regional Manager

Company Standard Bank

Telephone number 0837865074

Email address Inteyaz.Syed@Standardbank.co.za

### Additional information

Your hobbies Reading  
Spending time with family

Salary you wish 25000 R per month