



# Hlulani Cedrick Mavasa

Curriculum Vitae (CV)

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

Driven and ambitious analyst professional with a proven history of exceeding goals and achieving high client satisfaction ratings. I am seeking a data analyst/capturer position with a fast-growing technology company where I can marry my enthusiasm for relationship-building and my passion for innovation.

|                         |  |
|-------------------------|--|
| Preferred occupation    | Dispatchers<br>Administrative jobs     |
|                         | Data capturers<br>Administrative jobs  |
|                         | Business analyst<br>IT, computing jobs |
| Preferred work location | East Rand<br>Gauteng                   |
|                         | Johannesburg<br>Gauteng                |
|                         | Pretoria / Tshwane<br>Gauteng          |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Gender               | Male   |
| Residential location | East Rand<br>Gauteng   |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2022.01 iki 2022.12**

Company name Danone

You were working at: Data capturers

Occupation Data Capturer

What you did at this job position? Counting and packing stock. Capturing of Shop Order onto the SAP system. Checking with store man if they have correct stock has been picked before transferring on SAP System. Receiving stock and unpacking to the fridges . Pass on orders to the store man from the warehouse floor. Printing out of stock transfer and Inventory orders from the system when stock is received. Sort and organize paperwork after entering data to ensure it is not lost. Processing shop orders/delivery notes and invoice.

Working period **nuo 2021.04 iki 2021.05**

Company name Amrod

You were working at: Dispatchers

Occupation Dispatch Clerk

What you did at this job position? Loading/Offloading of stock. Picking/Packing of stock as per codes. Counting of stock. Capturing of stock onto the system. Following up and keeping track of drivers Pass on orders to the packer from the warehouse floor. Printing out of stock transfer and Inventory orders from the system when stock is received. Scanning and capturing of stock.

Company name ARB Wholesalers

You were working at: Dispatchers

Occupation Dispatcher

What you did at this job position? Loading/Offloading of stock. Picking/Packing of stock as per codes. Counting of stock. Capturing of stock onto the system. Following up and keeping track of drivers Pass on orders to the packer from the warehouse floor. Printing out of stock transfer and Inventory orders from the system when stock is received. Scanning and capturing of stock.

Working period **nuo 2014.09 iki 2019.05**

Company name Standard Bank

You were working at: Business analyst

Occupation Data Analyst

What you did at this job position? Updating client information using SAP CRM & CIF. Onboarding New Clients on SQL Oracle (CIF) & KYC systems. Action all requests pertaining to corporate actions such as mergers, acquisitions, name changes and closures. Data Cleansing on legacy records. Data Clean-ups, Data Audit and maintaining STTM. Authorization of customer data to ensure the correctness of data (FICA). Data Migrations from different systems. Extract data from inhouse database Maintain V-lookups & Pivot tables on Excel Ensuring that all systems are aligned to avoid conflicts or anomalies. Extracting Reports on Query Builder system to check data errors.

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2012.08 iki 2013.06</b>   |
| Company name                       | ABSA/KPMG  |
| You were working at:               | Business analyst   |
| Occupation                         | Data Analyst   |
| What you did at this job position? | Data Analysis (FICA Remediation). Identify and verify the accuracy and completeness of entries on different ABSA systems and documentation. Perform KYC remediation on various entities (Trust, Companies, CC, Individuals) Ensure all files on SQL is in place & updated. Analysis of data using Excel. Capture missing information of 3rd parties and related parties as well as filing. |

### Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2005.01 iki 2005.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Duvula Mahuntsi High           |
| Educational qualification | Matric Certificate             |
| I could work              | Data Capturer                  |
| Educational period        | <b>nuo 2007.01 iki 2008.12</b> |
| Degree                    | Certificate                    |
| Educational institution   | Tshwane North TVET College     |
| Educational qualification | Bookkeeping                    |
| I could work              | Bookkeeper/Accounts Clerk      |
| Educational period        | <b>nuo 2011.06 iki 2011.12</b> |
| Degree                    | Certificate                    |
| Educational institution   | Rosebank College               |
| Educational qualification | Pastel Accounting              |
| I could work              | Accounts Clerk                 |
| Educational period        | <b>nuo 2012.06 iki 2012.12</b> |
| Degree                    | Certificate                    |
| Educational institution   | Damelin College                |
| Educational qualification | Bookkeeping to trial balance   |
| I could work              | Bookkeeper                     |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| Xitsonga | fluent         | fluent              | fluent        |
| Sesotho  | good           | good                | good          |

**Computer knowledge**

SQL

SAP

Pastel

Microsoft Office

**Conferences, seminars**

Banking Seminars

**Recommendations**

|                  |                                 |
|------------------|---------------------------------|
| Contact person   | Paul Boja                       |
| Occupation       | Team Leader                     |
| Company          | Danone                          |
| Telephone number | 0728240953                      |
| Email address    | Paul.boja@gmail.com             |
| Contact person   | Palesa Nkuna                    |
| Occupation       | Team Leader                     |
| Company          | Standard Bank                   |
| Telephone number | 011 636 5392                    |
| Email address    | Palesa.nkuna@standardbank.co.za |
| Contact person   | Erane Joubert                   |
| Occupation       | Team Leader                     |
| Company          | ABSA                            |
| Telephone number | 072 621 0363                    |
| Email address    | Erane.joubert@absa.co.za        |

**Additional information**

|                          |                                     |
|--------------------------|-------------------------------------|
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2011-06-00 (14 years)               |
| Salary you wish          | Neg R per month                     |
| How much do you earn now | Unemployed R per month              |