



# Keneilwe Tsoku

Curriculum Vitae (CV)

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

Good Day!

I have eight (8) years working experience in the Banking industry ranging from Data capturing to client liaison officer then a reconciling officer that included query investigation, management information system and customer service. Also have two (2) years working industry in the Public sector as a Data analyst coupled with Office Admin and financial officer

Currently I am studying a Bcom degree in Business Informatics while I posses a National Diploma in Economic Management Analysis.

My strong qualities lies in my ability to think analytically, problem solving, researching and learning new ways to complete a certain task

### Preferred occupation

**Online data processor**  
IT, computing jobs

**Data Analyst**  
IT, computing jobs

**Administrators**  
Administrative jobs

**Receptionist**  
Administrative jobs

**Customer care agent**  
Administrative jobs

**Personal assistant**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Finance officer**  
Finance jobs

**Front Desk Agent**  
Administrative jobs

### Preferred work location

**Pretoria / Tshwane**  
Gauteng

Johannesburg  
Gauteng

Polokwane / Pietersburg  
Limpopo

Brits  
North West

Mabopane  
North West

### Contacts and general information about me

Day of birth	1984-09-14 (39 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2017.04 iki 2019.08</b>
Company name	Department of Higher Education, Training, Science and Technology
You were working at:	Administrators
Occupation	Data Analyst
What you did at this job position?	<ul style="list-style-type: none"><li>• Review accuracy, validity and completeness of learner information reported by Seta's.</li><li>• Drafted quarterly Learner information reports for the Deputy Director General and submitted reports with 30 days after each per legislative requirements.</li><li>• Create and manage a database system in line with the requirements of the directorate</li><li>• Adhere to the values of the NSF.</li><li>• Prepare monthly reports and make presentations as required.</li><li>• Ensure that all the administrative service for the ACD office are finalized as per set time</li><li>• Ensuring that the external and internal queries are dealt with effectively and efficiently</li><li>• Prepare travel bookings and meetings and ensure that required materials are available and that all is in order</li><li>• Assist in invoice verification</li><li>• Conduct reconciliation of projects expenditures and incomes</li><li>• Assist service providers in compiling financial reports utilizing the NSF Reporting Template</li><li>• Prepare financial submissions for payments</li></ul>

Working period **nuo 2006.10 iki 2014.11**

Company name Standardbank of South Africa

You were working at: Banking

Occupation Atm Liaison Officer

What you did at this job position? Atm Liaison Officer ■ 01 September 2009 – 24 November 2014  
Standard bank of South Africa ■ 6 Simmonds Street, Johannesburg • Reconciliation of General cash, Atm General cash, MICR, Unposted Items, ICMS • Daily balancing of Inward and Outward Rejected accounts and Unposted Suspense account • Investigation of differences in suspense, rejected and cash accounts • Escalate differences to line manager after three (3) days of occurrence • Load IT remedies for untraceable differences • Send all recon to line manager to sign off daily and to Finance department at month end • File printed cash account reconciliation daily • Answer incoming calls • Assist Balancing Officer by capturing gie • Print all unresolved queries from the GIJIMA query system and investigate according to guidelines and within SLA • Refer all investigated queries to Line manager for authorization • Capture the outcome of query investigation on system and capture credit to customers' accounts where necessary and file as per guidelines Atm Processor & Teller ■ 01 June 2007 – 31 August 2009 Standard bank of South Africa ■ 6 Simmonds Street, Johannesburg • Account for the ATM deposits received from the main teller by verifying against relevant documentation • Open envelopes, verify the information on the slip with that on the system and count the physical cash • Capture the cash amount or details of a cheque after performing a 10 point check for validation • Balance the total of physical against that captured into the system and send the balanced total to the main teller • Report any irregularities on customer account to the line manager • Main teller counts received cash and reconciles with that on the till balancing system • Count total cash verified and balance off the till • Perform end of day till balancing and prepare total cash for treasury • Perform internal transfer transaction when receiving or paying out cash to treasury and/or Atm custodians • File all paperwork according to regulations

## Education

Educational period **nuo 2003.01 iki 2006.12**

Degree Diploma

Educational institution Tshwane University of Technology

Educational qualification Economic Management Analysis

I could work Economist, Financial Officer, Analyst

Educational period **nuo 2014.06 iki 2020.12**

Degree Degree

Educational institution University of South Africa

Educational qualification Business Informatics

I could work Data Analyst, Internal Auditor, System Analyst

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Setswana	fluent	fluent	fluent

#### Computer knowledge

Microsoft Office, Maxima Statistics program, Pastel Partner V12

#### Recommendations

Contact person	Mr E Mashabane
Occupation	Chief Director: Strategy
Company	Department of Higher Education, Training, Science and Technology
Telephone number	012 9433242
Email address	mashabane.e@dhet.gov.za

#### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-09-00 (13 years)
Salary you wish	20000 R per month