



Rudolph Du Plessis

Curriculum Vitae (CV)

What job i'm looking for? My positive points

What job are you looking for?

I am looking for a role in finance, specifically as a Creditors Clerk or Debtors/Creditors Accountant. I am seeking positions that allow me to apply my expertise in accounts payable, financial analysis, and debt recovery. I am particularly interested in roles within dynamic industries like FMCG or companies that offer growth opportunities and a chance to contribute to the financial success of the business.

What are your positive points?

My strengths include strong attention to detail, excellent problem-solving skills, and the ability to work independently while maintaining effective communication with both internal and external stakeholders. I am proficient in financial systems and software, and I take pride in my ability to manage accounts accurately and efficiently. Additionally, I am highly organized and deadline-driven, always ensuring that financial processes are handled smoothly and on time. I am also a team player and enjoy contributing to a collaborative work environment.

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth	1994-03-30 (30 years old)
Gender	Male
Residential location	Southern Suburbs Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2023.04 iki dabar**

Company name DataOrbis

You were working at: Debotors clerk

Occupation Head of Debtors

What you did at this job position? As the Head of Debtors, my responsibilities included:
 Overseeing Debt Collection Processes: I led the debtor’s team in managing the collection of outstanding debts from clients. This involved setting collection targets, monitoring team performance, and ensuring all arrears were handled effectively. Managing the Debtors Ledger: I was responsible for maintaining the accuracy of the debtors' ledger, including ensuring that invoices were issued correctly, payments were tracked, and accounts were reconciled regularly. Client Relations and Payment Plans: I worked closely with clients to resolve payment issues, negotiate payment plans, and handle any disputes. My focus was always on minimizing arrears while maintaining positive relationships with our customers. Reporting and Analysis: I prepared regular reports on the status of outstanding accounts, aging reports, and key metrics to monitor the effectiveness of our debt collection strategies. This data helped identify areas of improvement and drive decision-making. Compliance and Risk Management: I ensured that the debt collection processes adhered to legal requirements and company policies, minimizing risk and protecting the company's financial interests. Team Leadership and Development: I mentored and supported the debtor’s team, providing guidance, setting performance expectations, and fostering a collaborative work environment.

Working period **nuo 2022.02 iki 2023.03**

Company name X4 Solutions

You were working at: Developers

Occupation Functional Consultant

What you did at this job position? Following my BCom Business Management and past commercial law and business rescue experience I wanted to gain insight into system implementations and system processes for businesses across a wide range of industries. Focusing on process automation and ease of compliance reporting for clients. • Sage 300 People Payroll and HR implementation • Reconciliation of master data files • Month end reporting • SARS compliance reporting • Reconciliation of compliance to logs and variance analysis

Education

Educational period **nuo 2016.01 iki 2020.10**

Degree Degree

Educational institution Akamdia

Educational qualification BCom Business Management

I could work • Business Management, Financial Accounting & Financial Management • Economics & Supply Chain Management • Information Systems • Commercial Law, HR Management & Labour Relations

Educational period	nuo 2021.01 iki dabar
Degree	Degree
Educational institution	Akademia
Educational qualification	LLB
I could work	<ul style="list-style-type: none"> • Currently pursuing part time as a steppingstone towards a future Master of Business Administration (MBA)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Accounting Software:

SAP, Xero, MDA: Proficient in these accounting systems, used for processing invoices, managing accounts payable/receivable, and generating financial reports.

JD Edwards (JDE): Familiar with using JDE for managing financial transactions, supplier invoicing, and maintaining accurate financial records.

Microsoft Office Suite:

Excel: Advanced proficiency, including pivot tables, VLOOKUP, data analysis, and financial modeling to assist with reconciliations, reporting, and budgeting.

Word: Strong skills in document preparation, formatting, and drafting financial and operational reports.

Outlook: Proficient in managing email communication with suppliers, clients, and internal teams, ensuring timely responses and updates.

Google Workspace:

Google Sheets, Docs, and Drive: Experience in using Google Drive for document management, collaboration, and sharing reports with teams and stakeholders.

ERP Systems:

Experience in working with enterprise resource planning (ERP) systems for automating financial processes, ensuring compliance, and improving workflow efficiency.

Debt Collection Software:

Familiarity with debt collection tools and databases, ensuring effective tracking of overdue accounts, payments, and maintaining accurate records.

Recommendations

Contact person Nicholas Kuhn
 Occupation Financial Director
 Company Cambri Learn
 Telephone number 0736971321
 Email address nick.kuhn.za@gmail.com

Contact person Frik van Schalkwyk
 Occupation Director
 Company FVS Law Inc
 Telephone number 0795223038

Additional information

Your hobbies Reading: Enjoy staying informed and expanding knowledge through books, articles, or blogs.
 Fitness & Sports: Engaging in regular exercise or participating in sports like running, cycling, or team sports to stay active.
 Traveling: Exploring new places and cultures to gain fresh perspectives and experiences.
 Technology: Keeping up-to-date with the latest technological advancements and innovations.
 Cooking/Baking: Experimenting with new recipes and enjoying creating meals for friends and family.
 Volunteering: Contributing time to community service or charity work.
 Music: Enjoy playing musical instruments, attending concerts, or discovering new music.
 Outdoor Activities: Hiking, camping, or spending time in nature to unwind and relax.
 Creative Arts: Engaging in painting, photography, or other forms of artistic expression.
 Gardening: Growing plants and flowers as a way to connect with nature and relax.

Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2015-02-00 (9 years)
 Salary you wish 32000 R per month
 How much do you earn now 38500 R per month