



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.04 iki 2019.08
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">• Review accuracy, validity and completeness of learner information reported by Seta's.• Drafted quarterly Learner information reports for the Deputy Director General and submitted reports with 30 days after each per legislative requirements.• Create and manage a database system in line with the requirements of the directorate• Adhere to the values of the NSF.• Prepare monthly reports and make presentations as required.• Ensure that all the administrative service for the ACD office are finalized as per set time• Ensuring that the external and internal queries are dealt with effectively and efficiently• Prepare travel bookings and meetings and ensure that required materials are available and that all is in order• Assist in invoice verification• Conduct reconciliation of projects expenditures and incomes• Assist service providers in compiling financial reports utilizing the NSF Reporting Template• Prepare financial submissions for payments

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