

# CURRICULUM VITAE



## TUMELO LETLHAGE

ASSOCIATE

Telephone +27 12 664 5568

Email tletlhage@nexfor.co.za

### QUALIFICATIONS

| YEAR | NAME OF QUALIFICATION                     | NAME OF INSTITUTE |
|------|-------------------------------------------|-------------------|
| 2016 | National Diploma in Internal Auditing     | CPUT              |
| 2022 | Advance Diploma in Accounting Science     | UNISA             |
| 2023 | Postgraduate Diploma in Internal Auditing | UNISA             |
| 2024 | Postgraduate Diploma in Risk Management   | UNISA             |
| 2025 | Postgraduate Diploma in Forensic Auditing | UNISA             |

### YEARS OF PROFESSIONAL EXPERIENCE

✕ 8 years

### LANGUAGE PROFICIENCY

✕ English  
✕ Twana  
✕ Pedi  
✕ Zulu  
✕ Xhosa

### EMPLOYMENT HISTORY

Tumelo is an Associate at Nexus.

Prior to joining Nexus he had tenures at the following organisations

✕ Reconciliation Clerk and Sales Financial Analyst/Officer British American Tobacco SA  
✕ Revenue Accountant Sun International Sun Slots Shared Services

Please note that this CV contains personal information of the candidate, and general reference to involvement in investigations. Specific detail about involvement in assignments and roles played in specific investigations/projects will be provided in a separate 'record of experience' document, which will detail the candidate's industry- and investigation-related experience.

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**TUMELE LETLHAGE**

ASSOCIATE

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## NATURE OF EXPERIENCE

- ✕ Complying with relevant statutory, legislative, policy and governance requirements as well as set processes and procedures related to area of specialisation
- ✕ Ensure validity and accuracy of trip closures.
- ✕ Ensure the Issue Log or Discrepancy Log received from IDC is valid, accurate and complete.
- ✕ Reconciliation of the full trip should be performed and not just trips appearing on cockpit.
- ✕ Observe the debriefing process with the drivers twice a month.
- ✕ Ensure that the discrepancies and non-adherence to the EOD processes are flagged at DDS & tracked accordingly.
- ✕ Ensure that journals are accurately submitted within 48 hours of pack receipt with correct supporting documents.
- ✕ Accurate & Complete reporting on all ICS Driver and BATSA Rep accounts.
- ✕ Effective daily clearing of Rep and driver accounts
- ✕ Ensure disputes/requests assigned are investigated or routed to the respective next resolver.
- ✕ Assisting Sales Team in performing account reconciliation when requested
- ✕ The monitoring of the Central Electronic Monitoring System (CEMS) in terms of adjustments, queries and cash-ups.
- ✕ Recording, monitoring and follow-up in terms of generated revenue.
- ✕ Ensuring the compliance to internal and external Policies and Procedures.
- ✕ Creating and distributing of invoices to sites.
- ✕ Reconciliation and payment of site commission's monthly basis.
- ✕ Processing monthly Government duty payments.
- ✕ Producing monthly statements and the preparation of reports for the Area
- ✕ Collating site fit-out and licencing costs.□
- ✕ Capturing transactions and adjustments on Great Plains.
- ✕ Weekly management ageing report.
- ✕ Customer accounts reconciliations

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## PROFESSIONAL SKILLS

### PROFESSIONAL SKILLS

- ✕ Financial Analyst
- ✕ Internal Audit
- ✕ External Audit
- ✕ Management Reporting
- ✕ Reconciliation
- ✕ Stakeholder Engagement
- ✕ Taxation

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