

Curriculum Vitae of Mike Fish

DOB: 29 June 1991 - I.D Number: 9106295086082

Address: 30 Chrysler Crescent, Beacon Valley, Mitchell's Plain, 7785

Contact Details: (cell): 0626750783 - Email: mike.fish290691@gmail.com

Education:

Institution: Damelin College (Mowbray Campus)
Qualification: ICB National Certificate: Bookkeeping NQF3
Subjects: Bookkeeping to trail balance
Payroll And Monthly SARS Returns
Computerized Bookkeeping
Business Literacy 1
Business Literacy 2
Business Literacy 3
Year Completed: 2020

Institution: Damelin College (Mowbray Campus)
Qualification: ICB FET Certificate: Bookkeeping NQF4
Subjects: Financial Statements (Found Competent)
Cost And Management Accounting (Found Competent)
Year Completed: 2022

Institution: Rock of Springs Technical College
Course: Banking Course
Level: 1
Subjects: Banking, Money and Loans, Foreign Currency/Forex, Computer Literacy, Customer Service and Communication Skills

Institution: Beacon Hill Secondary High School
Year: Grade 12 (2009)
Subjects: English Home Language, Afrikaans First Additional Language, Mathematical Literacy, Economics, Business Studies, Accounting and Life Orientation
Driver's license: Code 8

Employment History:

Current Employer: Certified Master Accountants
Position: Article Clerk
Duration: 09 September 2021 – 05 April 2022

Duties:

- Bookkeeping responsibilities
- VAT Returns/VAT Audits
- Taxation
- Salaries
- EMP201 Returns/EMP501 Reconciliations

Other Skills:

- Computer literacy: MS Word, Office 365 ,MS Excel, MS Teams, MS To Do.

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Employer: Standard Bank, Cash Centre (Bellville)

Department: Cash Centre

Position: Teller

Duration: February 2015 - June 2020

Department: Specialized Department

Duties:

- Receive, count, balance and process business and corporate deposits on a daily basis, and perform security checks under camera surveillance
- Comply with all policies and procedures to eliminate any possible risks to the company and the customer
- Identify tampered and/ or damages bags arriving at the Centre.
- Identify a problem with a customer's deposit or identify any error when processing the deposit
- All deposits must be processed and balanced
- Notifying the line manager to check when there's a difference in the cash according to the summary
- Manually check notes for counterfeit notes under the UV light
- Prep workstation accurately for effective and efficient counting of the cash
- Identifying if the cash balances with the agreed total of cash figures on the summary
- Making sure cash and deposits must be secured at all times.
- Capturing deposits on the system
- Paying out cash to departments on the system
- Balancing end of day on the system

Other skills at Standard Bank:

Department: Verified

- Making use of the glory machine to process cash and deposit the cash into the clients account on the system.

Department: Pre-pack

- Assist with the accurate packing of the ATM cash.
- Manage consumables in line with packing requirements.
- Packing floats ordered by the customers.
- Checking and verifying cash before packing each order.
- Balancing cash once all orders are completed.

Department: Processor Transactions department

Client

- Identify, investigate, escalate and action deposit errors on banking systems to prevent client impact.
- Process transactions correctly to meet customer service level agreements.

Data

- Maintain reporting on the relevant bank platforms to monitor and track business efficiency.
- Capture transactional information to meet customer service level agreements.

Risk, Regulation, Prudential and Compliance

- Obtain authorization for manual processing of client transactions and execute as per instructions to maintain client services.
- Maintain operational processes in adherence to legislative requirements, policies and procedures to prevent losses, audit failures and meet customer service level agreements.

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Financial Management

- Monitor, action and release cheque transactions on bank systems to ensure accounts are in a balanced position and no client impact.

Employer: MBD Credit Solutions
Department: Call Centre
Position: Debt collection agent
Duration: February 2014-September 2014

Duties:

- Collecting on outstanding accounts in arrears,
- Obtaining payment arrangements, updating personal
- Details accurately, ensuring daily and monthly targets are met

Employer: Street Fever (Access Park – Kuils River)
Department: Sales
Position: Sales assistant
Duration: January 2012-January 2014

Duties:

- Be involved in stock control and management.
- Being responsible for processing cash and card payments.
- Reporting discrepancies and problems to the supervisor.
- Balancing cash registers with receipts.
- Dealing with customer refunds.
- Responsible dealing with customer complaints
- Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
- Receiving and storing the delivery of large amounts of stock
- Keeping up to date with special promotions and putting up displays
- Answering queries from customers
- Stocking shelves with merchandise
- Answering queries from customers
- Giving advice and guidance on product selection to customers

REFERENCES:

Standard Bank-Cash Centre

Vanessa English – Team Leader
Tel (C): 082 492 0156

Street fever

Nathier Gasnola - Store Manager
(C): 067 103 9290

Standard bank

Nondwe Carol Geza - Team Leader
Tel (C): 068 022 1411

Certified Master Accountants

Myrtle Oosthuizen - 082 561 7024
Rina-Marie Eksteen - 072 979 0303
Francois Oosthuizen - 060 335 9648