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Position Applied For:

FORMTEXT Enter Position Here

Candidate Name:

Hlengiwe Ndlela

MPC Consultant Name:

FORMTEXT Enter MPC Consultant Name Here

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

FORMTEXT Enter Date Here

Personal Details

Surname :

Ndlela

First Names :

Hlengiwe Penelope (Known as Hlengi)

Nationality :

South African

Language Proficiencies :

English, Zulu and Xhosa

EE/AA Status :

AA

Availability :

30 Days

Career Summary

Company

Position

Duration

Engen Petroleum Limited

Refinery Accountant

Aug 2014 - Present

Ernst & Young Inc

Assistant Manager

Jan 2014 - July 2014

Ernst & Young Inc

Trainee Accountant (Articles)

Jan 2011 - Dec 2013

Department of Education (Siyathuthuka Public Secondary School)

Educator (Accounting Grade 12)

June 2009 - Dec 2010

Department of Education (Myeka High School)

Educator (Accounting Grade 10 - 12)

Feb 2009 - May 2009

Student Village

Promoter

Jan 2006 - Feb 2008

Academic History

Qualification :

Qualified as CA (SA)

Date Completed :

2014

Institution :
SAICA

Public Practice Exam - IRBA (2013)
Initial Test Competence Board 1 Exam - SAICA (2013)

Qualification :
Bachelor of Accounting Science Honours (CTA)
Date Completed :
2011
Institution :
UNISA

Qualification :
B.Com Degree in Accounting
Date Completed :
2007
Institution :
University of KwaZulu Natal

Qualification :
Matric with Exemption
Date Completed :
2004
Institution :
Inanda Newtown Comprehensive High School

■
Computer Skills
Programs/Systems :
MS Office (Word, Excel, PowerPoint and Outlook)
SAP and Internet

Hlengiwe Ndlela
Resumé of Career to Date
Company Name :
Engen Petroleum Limited (Refinery - Durban)
Type of Industry :
Manufacturing / Petrochemical
Period of Employment :
August 2014 - Present
Position :
Refinery Accountant
(Manages a team of 3 staff members)
Duties :

To prepare and provide management with accurate Financial and Management reports
; value added variance analysis and other expense analytics
To coordinate the refinery forecast on a monthly basis,
To coordinate the preparation, analysis and SAP loading of the Refinery expense
Business Plan.
Operational support to users on cost and profit centres

Provide technical (IFRS) input to address Refinery related accounting issues.
 Reporting on Financial and Management reports.
 Variance Analysis
 Ensure new opportunities with regard to SAP functionality are continuously related to business requirements.
 Business processes are frequently reviewed to seek opportunities for improvement .
 Operational support to users by resolving problems timeously
 Ad-hoc training (supplementary to formal training courses) provided to users
 Systems tests are performed
 Continuous focus on business improvement
 Continuous focus on cost optimisation
 Maintain quality of data
 Well controlled master data and tables for Cost Centres and Profit Centres
 On-going focus on eliminating or controlling the incidence of transaction conflicts in user access profiles
 Monthly, Quarterly and Year end expense financial reporting
 System transactions are recorded accurately and timeously
 Monthly Financial and Management reports prepared and analysed according to deadlines.
 Regular review of expense accounts to ensure transaction are correctly processed to the relevant OAS line
 Ensure monthly accruals are correctly posted at month end
 Accurate and reconciled Accounting Records for expenses and Profit Centre accounting
 Policies & Procedures compiled and reviewed for Continuous Improvement
 Reason for Leaving :
 Open to new career opportunities and challenges

Company Name :
 Ernst & Young Inc (Durban Office)
 Type of Industry :
 Chartered Accounting Firm
 Period of Employment :
 January 2011 - July 2014
 Position :
 Assistant Manager
 Promoted from
 Trainee Accountant (Articles)
 Duties :

As Assistant Manager
 (January 2014 - July 2014):
 Support and report to engagement partner for a specific audit engagement
 Guide and manager the team (project management)
 Manage costs of the audit
 Negotiate audit fees with clients
 Review (detail) audit work performed by trainees to ensure that the audit has been performed in line with International Standards of Auditing and IFRS or relevant financial reporting framework (e.g. IFRS for SMEs)
 Provide feedback to the teams
 Provide technical training on audit methodology
 Mentoring the junior staff (counselling)

As Trainee Accountant (Articles)
 (January 2011 - December 2013):

Auditing Responsibilities:

Compilation of working papers, to substantiate the achievement of audit objectives
 Drafting of financial statements that are IFRS (including IFRS for SME's) compliant
 Assessment of business and audit risks at assertion and financial statement levels
 Assessment of the reliability and validity of assumptions in client forecasts/ budgets
 Creation, development and adaptation of audit programs; Evaluation of the internal control environments and where necessary providing recommendations for improvements
 Updated narratives and performed walkthroughs in order to obtain an understanding of the system
 Performed tests of controls as part of External and Internal Audit
 Performed substantive tests
 Attended stock counts to obtain evidence about controls and to test existence, completeness and valuation of stock
 Assessing compliance with Companies Act, Income Tax Act, Value Added Tax Act when auditing

Financial Accounting Responsibilities:

Generation and interpretation of annual financial statements, cash flows, and budgets
 Drafting of correcting accounting journal entries
 Reconciliation of general ledger accounts to sub-ledgers
 Compilation of company financial statements
 Computation and assessment of variance analyses
 Application of Standards on a practical basis
 Comparison of client accounting policies to required Standards

Project Management Responsibilities:

Timely execution and completion of assigned tasks
 Ability to work within teams to achieve objectives
 Reporting to management / client
 Liaison with client and partner / manager
 Budget / Time management
 Review of work of junior team members
 Logistical arrangements
 Performance review and evaluation of junior team members
 Mentoring of junior team members
 Providing training to junior staff members
 Delivering the " Business Experience Program" to students (high school and tertiary)

Client base / Industry:

Retail Products ■: Mr Price Group, Massmart, Beiersdorf, Andrea Stihl
 Investment : Kwethu Holdings
 Construction■: Aveng Grinaker
 Gambling■■: Hollywood Bets
 Manufacturing ■: Valspar, Smith & Nephew, Action Bolt, Tetra Pak, Futura (Bata)
 Shipping■■: Zim Integrated Shipping, ABS Europe, American Bureau of Shipping-SA, Mediterranean Shipping Company S
 Medical Aid■: Momentum and Metropolitan Insurance, MotoHealth
 Government ■: Mooi River Municipality, eThekweni Municipality, Richmond Municipality, IEC
 Services■■: Mount Edgecombe Country Club
 Paper & Pulp■: Metso Paper SA
 Reason for Leaving :
 Opportunity at Engen

Company Name :
Department of Education (Siyathuthuka Public Secondary School)
Type of Industry :
Education Sector
Period of Employment :
June 2009 - December 2010
Position :
Educator (Accounting Grade 12)
Duties :

Demonstrating communication and interpersonal skills by interaction with students, parents, other teachers, administrators, and other school personnel
Maintaining the confidentiality of students and students' records
Working cooperatively with colleagues and school administrators
Adheres to school and local school system procedures and rules
Conducts assigned classes at the times scheduled
Demonstrates timeliness and attendance for assigned responsibilities
Maintains accurate, complete, and appropriate records and files reports promptly
Attends and participates in faculty meetings and other assigned meetings and activities
Implements designated curriculum
Maintains lesson plans as required by school policy
Assigns reasonable tasks and homework to students
Participates in professional development opportunities and applies the concepts to classroom and school activities
Reason for Leaving :
To join Ernst and Young to do articles

Company Name :
Department of Education (Myeka High School)
Type of Industry :
Education Sector
Period of Employment :
Feb 2009 - May 2009
Position :
Educator (Accounting Grade 10 - 12)
Duties :

Same as above
Reason for Leaving :
Opportunity at another school

Company Name :
Student Village
Type of Industry :
Promotions Company
Period of Employment :
January 2006 – February 2008
Position :
Promoter
Duties :

Collect and deliver promotional materials
Maintain the order of the promotion location and return them in their original condition
Make presentation about the products
Prepare various presentations and materials to address various groups of customers
Offer product samples, coupons, brochures, leaflets and other promotional materials to potential customers/visitors
Display the promotional store to attract the attention of potential customers/visitors
Reason for Leaving :
Part-time whilst studying

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Hlengiwe Ndlela XE
■MPC Consultant Name ■| ■Elmarie Muhl