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Position Applied For:

FORMTEXT Enter Position Here

Candidate Name:

Zimbini Biyana

MPC Consultant Name:

Elmarie Muhl

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

01/08/2016

Personal Details

Surname :

Biyana

First Names :

Zimbini

Nationality :

South African

Language Proficiencies :

English. IsiXhosa, IsiZulu

EE/AA Status :

AA / Black Female

Availability :

One calendar month

Career Summary

Company

Position

Duration

Office of the Auditor General of South Africa

Assistant Audit Manager

Promoted from

Trainee Auditor : Articles

2016 to Present

2013 to 2015

Price Water House Coopers

Vacation Worker

2011

Unlimited Promotions & Events

Promoter

2011

University of Cape Town

Economics Tutor

2010 to 2012

Umtata High School

Tuck Shop Bookkeeper

2006

Academic History

Qualified as a CA (SA) - SAICA (2016)

Qualification :

Assessment of Professional Competence (APC)

Date Completed :

2016

Institution :

South African Institute of Chartered Accountants

Qualification :

Initial Test of Competence (ITC)

Date Completed :

2015

Institution :

South African Institute of Chartered Accountants

Qualification :

Post Graduate Diploma - Accounting Diploma (CTA)

Date Completed :

2014

Institution :

UNISA

Qualification :

Bachelor of Commerce: Financial Accounting

Date Completed :

2011

Institution :

University of Cape Town

Qualification :

Matric

Date Completed :

2006

Institution :

Umtata High School

Computer Skills

Programs/Systems :

MS Office (Word, Excel, Access, PowerPoint, Outlook & MS Project) & Internet

Pastel (Basic)

TeamMate (Audit Software)

Additional Training and Skills

South African Institute of Chartered Accountants, Membership: 30657248.

APT Professional Competence Development Programme, 2015

ACHIEVEMENTS:

A featured article about her CA (SA) journey in the ABASA (Association for the Advancement of Black Accountants of Southern Africa) 2016 issue.

University of Cape Town

2010: Awarded certificate of achievement in recognition of final year student who has not failed a course in their degree.

2007: Awarded a certificate for being top student in Economics (EC01010H) in the

first semester at the University of Cape Town.

2007: Awarded a medal for being top student in Economics (ECO1010H) in first year at the University of Cape Town.

Umtata High School

2005-2006: Consistently one of the top 15 academic students from Grade 11 until Grade 12.

2005-2006: Awarded academic half colours for academic excellence in Grade 11 and Grade 12.

2006: Awarded a trophy for top student in Biology in Grade 12.

KEY COMPETENCIES

Leadership

Management

Presentations

Report writing

Team player

Budget and budget monitoring

Project management

External Audit

Financial Reporting

Zimbini Biyana
Resumé of Career to Date

Company Name :
Office of the Auditor General of South Africa
Type of Industry :
Government / Financial Services
Period of Employment :
2013 to Present
Position :
Assistant Audit Manager
Promoted from
Trainee Auditor : Articles
Duties :

Assistant Audit Manager
(2016 to Present)
Audit
Compilation of audit plans.
Completion of quality and cost-effective audit.
Drafting and monitoring of audit budgets.
Project management to meet required deliverables.
Review work done by the team and give review notes.
Drafting management letters.
Reporting on audit findings.
Updating manager & senior manager on audit progress.
Attendance and chairing of audit committee/steering committee meetings.

People
Training and developing of staff through on-the-job mentoring.
Managing staff hours.
Monitoring staff performance.
Allocating work to staff.
Leading staff by ensuring undisturbed work flow.

Admin
Providing input where audit manager requires input such as planning of audits under her/his control; budget and other organizational reporting needs.

Trainee Auditor : Articles
(2013 to 2015)
Tasked with conducting an extensive audit of financial statements and assessing legislative compliance across.
Conducting performance audits to achieve predetermined objectives, applying knowledge of GRAP and Modified Cash Standard as a financial reporting framework.
Assessing compliance with Public Finance Management Act, Municipal Finance Management Act and Treasury Regulations.
Responsible for managing resources in an efficient manner, ensuring that deadlines are adhered to, leading meetings and supervising tasks delegated to junior staff.
Working with people from culturally and diverse backgrounds.
Effective communication, both verbally and in written.
Documenting internal control deficiencies and providing recommendations to help improve client operations.

Audits
Provincial Government
Local Government

Public Entities
Municipal Entities
State Owned Companies

Reason for Leaving :
To relocate to DBN to be with her fiancé.

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Zimbini Biyana XE
■MPC Consultant Name ■| ■Elmarié Muhl