

# Jonathan Joseph Nkomo

## CV

As a skilled and experienced professional in my field, I know how much hard work and careful thought it takes to succeed. My CV is my way of documenting everything I've done, everything I've learned and how I see myself developing in the future. If you'd like to learn more about me, browse through. If you see something you like, or you want to discuss what I can do for you, feel free to drop me a line.

**CURRICULUM VITAE**  
**OF**  
**JONATHAN JOSEPH NKOMO**

**PERSONAL DETAILS**

<b>Full Name</b>	:	Jonathan Joseph
<b>Surname</b>	:	Nkomo
<b>Gender</b>	:	Male
<b>ID number</b>	:	9302236364080
<b>Region</b>	:	Christian
<b>Health Status</b>	:	Excellent
<b>Physical Address</b>	:	816 Metropolitan, 39 Alexander Street, Berea, JHB
<b>Postal Code</b>	:	2198
<b>Cell Number</b>	:	+27 67 657 0482
<b>E-mail address</b>	:	<a href="mailto:Jonathann247@gmail.com">Jonathann247@gmail.com</a>

**ACADEMIC QUALIFICATION**

<b>Institution / Supplier name</b>	:	Leeds Business College
<b>Qualification</b>	:	Matric (Grade 12)
<b>Start-Date</b>	:	02-021-2008
<b>End-Date</b>	:	28-11-2008
<b>Subjects</b>	:	Accounting, Mathematics, Economics, English, Business Studies, Life Orientation, Isizulu
<b>Location</b>	:	Braamfontein
<b>Institution / Supplier name</b>	:	Inteligo
<b>Training course</b>	:	Insurance
<b>NQF level of course</b>	:	NQF Level 4
<b>Credits</b>	:	150

<b>Start-Date</b>	:	02-02-2016
<b>End-Date</b>	:	02-05-2016
<b>Subjects/Modules</b>	:	insurance(contracts/policies) Life Assurance(policies), Regulatory(OHSA, RAF), SASRIA, FIAS Act, Law & Ethics
<b>Course ID</b>	:	66610
<b>Location</b>	:	Rivonia, JHB
<b>Institution / Supplier name</b>	:	Intec
<b>Training course</b>	:	Bookkeeping FETC
<b>NQF level of course</b>	:	NQF Level 4
<b>Credits</b>	:	150
<b>Start-Date</b>	:	02-01-2016
<b>End-Date</b>	:	26-05-2017
<b>Subjects/Modules</b>	:	Bookkeeping To Trial Balance, Payroll and Monthly SARS Returns, Computerized Bookkeeping (Inc Pastel), Financial Statements, Business Literacy, , Cost And Management Accounting
<b>Course ID</b>	:	58376
<b>Location</b>	:	Braamfontein
<b>Institution / Supplier name</b>	:	University of Johannesburg
<b>Qualification</b>	:	B-Com Accounting
<b>NQF level of course</b>	:	NQF Level 6
<b>Start-Date</b>	:	01-02-2009
<b>End-Date</b>	:	28-11-2009
<b>Completion status</b>	:	Not completed
<b>Subjects/Modules</b>	:	Accounting 1A & Accounting 1C, Economics 1A & Economics 1B, Commercial Law 1A,

Business Management 1A, Business Management 1C (Human Resource), Financial Management 1B

**Location** : Auckland Park- Kingsway Campus

**Institution** : CTU Training Solutions

**Qualification** : Analyzing and Visualizing Data with Microsoft Power BI

**Completion Status** : Completed

**Institution** : Tableau Software

**Qualification** : Tableau Desktop Specialist

**Completion Status** : Completed

**Institution / Supplier name** : Unisa

**Qualification** : Bachelor of science Applied Mathematics and computer science stream

**NQF level of course** : NQF Level 6

**Start-Date** : 01-02-2021

**End-Date** : 28-11-2023

**Completion status** : Studying

**Subjects/Modules** : Mathematical Modelling 1, Calculus 1, Introduction to programming, C++, Linear Algebra, Octave/Matlab programming, computer systems

**Other Institutions-Qualifications** : SA Brand Management (Call centre),  
Workshops Qualifications- Business Life Skills,  
Managing Time for results, Personal Finance Training,  
Business writing skills, Sharepoint Admin, advanced excel, data management  
  
SQL basic, google analytics

## WORK EXPERIENCE

**Company** : Marsh & McLennan Companies (Insurance Brokerage)

**Responsibilities/Tasks** : invoicing, Reconciliation, Creating contracts from client's profile, emailing, Fiduciary -  
Invoice matching with Bank Statement entries, journal entries,  
Query resolutions, Emailing, Attending calls,  
Quality Check and Review process, liaising with client executives

Emailing, filling, creating excel ledgers, assist in internal control

And audit processes, internal client service

Work with claims department, ensuring the contract is updated and set up accordingly

And also running client's statements to assess client's payments and resolving client's Queries

Work with client executives, resolving SharePoint submission queries and doing Client's account reconciliations

Compiling a report on SharePoint rejected items for management decision using excel (Power Query) SharePoint data connectors and Pivot table reporting tool

Conduct Training on Phoenix Application Accounting tool and audit support document Submission process.

Work with auditors to produce support audit evidence for a transaction

Worked at and with the receipting team, managing client's accounts, and doing journal Entries, resolving client's payment queries, and doing payment matching with bank Statement transaction and also doing Bank statement reconciliation

Work with payments team ensuring insurer payments process is smooth and accurate From invoicing to the payment transactional processing.

**Start-Date** : 02-02-2016

**End Date** : current

**Reference** : Goitsewang Mohajane @ +27 11 060 7122  
Email – [goitsewang.mohajane@marsh.com](mailto:goitsewang.mohajane@marsh.com)

**Performance reviews** : Effectively and quickly deal with escalations

Process instructions accurately

Performing all instructions and activities incidental to invoice processing in accordance with standard operating procedures thereby ensuring qualitative work is being done.

Develop processes, controls and stats for CIT to meet SLA

Credit Control - Bring unallocated and receivables down 120 + by 10%

Deliver on all Fiduciary activities by working closely with the business, Controllershship and FP&A. (Deliver as One Finance) ie Volker and Andrew's projects

Assist Internal and External Auditors with any required information for Fiduciary

Improve processes & efficiencies in fiduciary and central invoicing teams

**Other Companies** : Burger King (From 02-01-2014 to 31-10-2014)  
Ref (Daniel @0825032997 / Tel 0214122557)

**Skills** : Analytical, Bookkeeping, Report Writing, Microsoft office,  
Outlook, Presentation, Emailing, Data Capture, Data Analytics  
Problem Solving, Clerical, Reconciliation, Client Service, Advanced excel

Time management, Business Etiquette, Invoicing,  
Insurance Policies-contracts, and Ethical conduct

**Personal Statement**

: I am passionate working in the Financial, Regulatory and  
Marketing Sector, having acquired skills in the insurance industry,  
I am aiming to advance into the new levels of skills and Responsibility

I am also looking to secure a position where I can put my professional knowledge to good use, while simultaneously developing my skills in a business environment. With lots of practical experience to back me up, as well as an extensive skill set, I've got the flexibility and necessary experience to get things done right. Want to know more about what I can do for you.

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*Personal Profile*

*I am an experienced professional based in Gauteng. My work is focused in producing quality work and making a significant impact. I am happy to apply the experience and skills I have obtained in my career in order to manage admin work and assist in report writing through creative problem solving and innovative thinking. I possess strong eye for detail and can thrive independently as well as in a team environment.*

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