

PERSONAL DETAILS**CURRICULUM VITAE - 2018****LIEZLE KEKANA**

NAME: Liezle Kekana
ADDRESS: 41 Goshawk Crescent
Parklands Estate
Parkrand
Boksburg
TELEPHONE NUMBERS: (011) 681 8709
CELL NUMBER: 082 417 2405
DATE OF BIRTH: 19 January 1984
IDENTITY NUMBER: 840119 02080 84
NATIONALITY: South African
ETHNIC GROUP: Coloured
DEPENDANTS: Two
LANGUAGES: English
Afrikaans

SECONDARY EDUCATION

INSTITUTION ATTENDED: Highveld Park High school
LEVEL ACHIEVED: Matriculated with Exemption
YEAR OBTAINED: 2001
SUBJECTS TAKEN: English (HG)
Afrikaans (HG)
Physical Science (HG)
Accounting (HG)
Biology (HG)
Mathematics (HG)

TERTIARY EDUCATION**PAST STUDIES**

INSTITUTION ATTENDED: University of South Africa (UNISA)
LEVEL ACHIEVED: BCompt Accounting Degree
YEAR OBTAINED: 2010
MAJOR SUBJECTS: Accounting and Auditing

CURRENT STUDIES - 2018

INSTITUTION: University of South Africa (UNISA)
COURSES: Postgraduate Diploma in Taxation
MAJOR SUBJECTS: Taxation
COMPLETION: 2019

EMPLOYMENT HISTORY

CURRENT EMPLOYMENT

COMPANY: SCHINDLER LIFTS SA PTY LTD
POSITION HELD: Senior Treasury Accountant
DIVISIONS: All South African regions, Namibia, Botswana, Tanzania and Holding company.
RESPONSIBILITIES: **Cash and Banking Manager**
Management and review of all aspects of bank and cash related areas

- Cashbook and Petty cashbook processing, allocations, clearing and reconciliations with resolving of outstanding reconciling items.
- Invest funds to earn interest on available funds
- Maintain bank guarantees
- Forecast cash flow positions, related borrowing needs, and available funds for investment
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Review of bank reconciliations
- Liaison and administration of all aspects related to banks with regards to mandates, online banking, etc.

Accounts Payable

- Review of foreign and local supplier reconciliations
- Review of GRIR account and ensure there are no long outstanding reconciling items.
- Ensure that suppliers are paid timeously and that sufficient funds are available to meet ongoing operational requirements.
- Ensure that invoices are appropriately authorized and in line with policies and procedures.

Accounts Receivable

- Calculation and reporting of provision for doubtful debts to Group
- Liaise with the National Credit Manager on focus points to reduce provision.

Treasury Foreign Exchange

Custodian of Foreign exchange trading program

- Loading of FEC contracts
- Loading of all commitments ie orders, invoices, payments, etc
- Trading with the bank ie Buying forward cover, extensions of deals, utilization of forward cover and cancellation of forward cover.
- Revaluation of FEC's – Mark to Market valuation
- Assess, manage and mitigate foreign currency exposure through hedging
- Evaluate FX exposures on monthly basis
- Review of foreign creditors payments
- Ensure treasury activities are in compliance with treasury policies, accounting guidelines, governance policies and internal controls as per Group organisational norms.
- Review of the Forex claims for customers taken their own foreign cover hedging on receipt of import material
- Review of journal to eliminate forex impact in work in progress valuation

Financial Year End Audit

Provide adequate information as required by external auditors and any other requirements for verification.

Ensure all internal controls are adequate and sufficient for cash and banking department.

Prepare financial statements

Effective sourcing, utilization, deployment & development of staff

Approve and control the hiring, staffing promotion, discipline and termination of department employees

Coaching, training and development of personnel ensuring individual growth.

Annual performance and development appraisals and ratings

PERIOD

January 2016 to present

PROGRAMS USED

SAP
FX Treasury

PREVIOUS EMPLOYMENT

COMPANY:

PG GROUP SHARED SERVICES

POSITION HELD:

Head Office Accountant – Cash and Banking Manager

RESPONSIBILITIES:

Selected Group Accounts Management

Management and review of selected Group Accounts via

- Processing of invoices, debit notes & monthly payments
- Execution of monthly standard journals
- Weekly deposit view
- Daily funding and weekly cash flow forecasting
- Interest calculations and confirmations
- MCB insurance processing
- Balancing of intercompany loan accounts
- Monthly cost center review
- Balance sheet reconciliations

Cash and Bank Management

Management and review of all aspects of bank and cash related areas

- Cashbook and Petty cashbook processing, allocations, clearing and reconciliations with resolving of outstanding reconciling items.
- Accurate and timely General Ledger interface
- Liaison and administration of all aspects related to banks with regards to mandates, authorisations, card control, passwords etc.
- Assist branches with all banking requirements
- Review of all bank reconciliations

Treasury Foreign Exchange

Manage and lead the treasury function which includes foreign imports and exports.

Review of all CFC and forex cashbook reconciliations

Financial Year End Audit

Provide adequate information in relation to the PBC listing and any other requirements from auditors for verification.

Ensure all internal controls are adequate and sufficient for cash and banking department.

Effective sourcing, utilization, deployment & development of staff

Approve and control the hiring, staffing promotion, discipline and termination of department employees

Coaching, training and development of personnel ensuring individual growth.

Annual performance appraisals and ratings

PERIOD

November 2011 to December 2015

PROGRAMS USED

SAP

COMPANY: KOPEX AFRICA (PTY) LTD
POSITION: Financial Accountant
RESPONSIBILITIES: Assisting the Financial Manager in the preparation of the Consolidated Financial Reporting Pack – Quarterly and Annually
Preparation of the consolidated financial statements for Kopex Africa.
Preparation of financial statements for Kopex Transport
Assisting the Financial Manager with the accounting treatment of various transactions
Ensuring that accounting entries are in accordance with the International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS).
Financial Year End Audit
Provide adequate information in relation to the PBC listing and any other requirements from auditors for verification.

B-BBEE Coordinator

Ensuring compliance with the Codes of Good Practice gazetted in February 2007
Accounting for BEE transactions in the company records

Implementation of a transport company and maintaining the accounting records thereof.

This involves working closely with legal advisors regarding the legal documentation required to implement the transport company, Set up the company on pastel, preparing a budget for the company, Evaluating possible income and expenditure for the company, Determining price lists for the use of the transport vehicles, Preparation of Loan agreements for loans advanced to the company, Monthly invoicing (Sales and Procurement), Preparation of the audited financial statements, Preparation of annual budget for the company, Registration of the company at SARS for VAT and Income tax.

Employment Equity

Ensuring compliance of the Employment Equity Act, submitting an Employment Equity Plan to the Department of Labour.

Skills Development

Submission of Annual training report and Workplace skills plan to the necessary Seta

PERIOD: May 2010 to October 2011
COURSES ATTENDED: B-BBEE Champions Course

PROGRAMS USED: Pastel
REASON FOR LEAVING: Decided to further my career in accounting

COMPANY: KPMG
POSITION HELD: Accountant
Trainee Article Clerk registered with the South African Institute of Chartered Accountants (SAICA)
RESPONSIBILITIES: Providing reasonable assurance of the fair presentation of annual financial statements
CLIENTS AUDITED: **Sasol Technology (Pty) Ltd (Auditor in charge)**
Financial year end audit
Ensuring the accurate accounting treatment of the Hedging of Foreign exchange contracts.
Compliance audit
This involves ensuring that the initiation, implementation and end result of the projects are in accordance with Sasol Technology QMS Procedures namely, Board Approval of capital / maintenance projects, Financial Closure of Projects (capital / maintenance), Project Bank Accounts, Contract Management, Client Billing, Vendor Authorisation, Project Surplus Materials and Foreign exchange contracts
Payments and journals audit
Sarbanes Oxley audit (SOX)
2006 to 2010

Bethal BP Petroleum (Pty) Ltd
Financial year end audit
2006 to 2007

Sasol Synfuels (Pty) Ltd
Financial year end audit
Ensuring the accurate accounting treatment of the Hedging of Foreign exchange contracts
Sarbanes Oxley audit (SOX)
2007 to 2010

Kopex Africa (Pty) Ltd (Auditor in charge)
Financial year end audit
2006 to 2010

Middleburg Ferrochrome (Pty) Ltd
Financial year end audit
2007 to 2010

Middleburg Technochrome (Pty) Ltd

Financial year end audit
2007 to 2010

Sasol Recreational Club (Auditor in charge)

Financial year end audit
2007 to 2009

Govan Mbeki Municipality

Compliance Audit
2008

Dipaleseng Municipality

Compliance audit
2008

PERIOD: 2006 to 30 April 2010
COURSES ATTENDED: Microsoft Word, Excel and Outlook
Presentation skills
CA Tax training
Sarbanes Oxley course and regular updates
IFRS and regular updates
REASON FOR LEAVING: Completed 4 year article traineeship with KPMG (SAICA)

COMPANY: EOH CONSULTING
POSITION HELD: Financial Consultant
RESPONSIBILITIES: **Management of foreign exchange contracts on behalf of Sasol Technology (Pty) Ltd**
These include major projects such as Project Turbo – SCC Cracker, Polypropylene, Polyethylene (00/0204, 00/0378P, 00/0378M), Natref (00/0464), Natural Gas Project (00/0584), Octene Train 3 (00/1112), Water Ashplant Project, Water waste recycle facility project, SCI Conversion Project.

Analysis of profits and losses – foreign exchange contracts
These include major projects such as Project Turbo – SCC Cracker Polypropylene, Polyethylene (00/0204, 00/0378P, 00/0378M), Natref (00/0464), Natural Gas Project (00/0584), Octene Train 3 (00/1112), Water Ashplant Project, Water waste recycle facility project, SCI Conversion Project.

Invoice analysis and payment reconciliations

These include major projects such as Project Turbo – SCC Cracker, Polypropylene, Polyethylene (00/0204, 00/0378P, 00/0378M), Natref (00/0464), Natural Gas Project (00/0584), Octene Train 3 (00/1112), Water Ashplant Project, Secunda Growth Project, Water waste recycle facility project, SCI Conversion Project.

Reviewing of contracts (NEC Contracts)

These include contracts with the following major contractors : Fluor SA, Foster Wheeler, Lurgi, Technip, Proconics, Honeywell, Kellogg Brown & Root International.

This includes the review of Engineering, Procurement, Construction, Mechanical (EPCM) contracts, Engineering & Construction (EC) Contracts, Engineering Procurement & Construction (EPC) contracts.

Reviewing of cost reports

These include major projects such as Project Turbo – SCC Cracker, Polypropylene, Polyethylene (00/0204, 00/0378P, 00/0378M), Natref (00/0464), Natural Gas Project (00/0584), Octene Train 3 (00/1112), Water Ashplant Project, Secunda Growth Project, Water waste recycle facility project, SCI Conversion Project.

Monthly billings

Compliance reviews of various Sasol projects

These include major projects such as Project Turbo – SCC Cracker, Polypropylene, Polyethylene (00/0204, 00/0378P, 00/0378M), Natref (00/0464), Natural Gas Project (00/0584), Octene Train 3 (00/1112), Water Ashplant Project, Secunda Growth Project, Water waste recycle facility project, SCI Conversion Project.

This involves ensuring that the initiation, implementation and end result of the projects are in accordance with Sasol Technology QMS Procedures namely, Board Approval of capital / maintenance projects, Financial Closure of Projects (capital / maintenance), Project Bank Accounts, Contract Management, Client Billing, Vendor Authorisation, Project Surplus Materials and Foreign exchange contracts.

PROGRAMS USED:

SAP (view only)

SAP Forex system (view only)

COURSES ATTENDED:

Presentation skills

Report writing skills

PERIOD OF SERVICE:

2003 to 2006

REASON FOR LEAVING:

Decided to further my career in accounting and auditing.

COMMUNITY ACTIVITIES AND ROLES PLAYED

In 2007 I was part of the Transformation committee for the KPMG Secunda office. This entails community involvement as well as diversity within the office. I was placed in charge of arranging a Christmas party for mentally disabled adults.

I was involved in the application for funds to contribute towards the school of the mentally disabled adults.

In 2010 I was involved in the donations made to several charity organisations.

LEADERSHIP ROLES, ACHIEVEMENTS AND PERSONAL ATTRIBUTES

In 2001 I was elected as school prefect.

In September 2009 I was promoted to an accountant at KPMG.

In 2011 I was elected to be a safety representative at Kopex Africa.

In 2016 I registered as a member of SAICA – AGA(SA)

Personal attributes

Good working knowledge of the following computer packages:

- a) Microsoft word
- b) Microsoft excel
- c) Microsoft powerpoint

Ability to work independently

Ability to communicate effectively

Strong reconciliation and problem solving skills

Attention to detail and accuracy

Ability to work under pressure

Deadline driven

Team player

TELEPHONIC REFEREES

1. NAME	Nico Nieuwenhuis
DESIGNATION	Director
ORGANISATION	KPMG
TELEPHONE NUMBER	017 634 2175 / 082 493 3613

2. NAME	Rui Gouveia
DESIGNATION	Director
ORGANISATION	EOH Consulting
TELEPHONE NUMBER	083 265 3151

3. NAME	Dr Paul Hearn Pr. Eng
DESIGNATION	Director
ORGANISATION	EOH Consulting
TELEPHONE NUMBER	011 800 6166 / 082 643 2885

4. NAME	Christoph Schroeder
DESIGNATION	Managing Director

ORGANISATION
TELEPHONE NUMBER

Kopex Africa
011 746 5800

5. NAME
DESIGNATION
ORGANISATION
TELEPHONE NUMBER

Saritha Hattingh
Financial Director
Primador South Africa
011 203 5000 / 083 284 3835

6. NAME
DESIGNATION
ORGANISATION
TELEPHONE NUMBER

Kagisho Makgabo
Chief Accountant
Schindler Lifts SA
011 681 8820 / 071 602 0185

7. NAME
DESIGNATION
ORGANISATION
TELEPHONE NUMBER

Nuno Carrancho
Senior Auditor / CFO
Schindler - Portugal
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I certify that the information contained herein is accurate, to the best of my knowledge.

Liezle Kekana
SIGNATURE

25 June 2018
DATE