# **CURRICULUM VITAE – DUGALD CLOETE**

### Personal details

**Full Name: Dugald Lionel Cloete** 19 Tuscan Crescent **Residential Address:** 

> Kruisfontein Brackenfell 7560

Date Of Birth: 22 February 1978

+27 82 256 4056 Cellular phone: E-mail Address: Duke411@gmail.com

Driver's License:

Motivation: I am a highly motivated and driven individual, capable of working

successfully in any environment. I am a willing learner, while also being capable of exercising initiative when required. My proficiency in English and

Afrikaans allows for excellent communication.

I've been self-employed since June 2009, using the time to pursue postgrad studies and other avenues of interest previously not available due to

work constraints.

Responsibility is always welcome. My experience and determination have

prepared me for the ability to make a success of any position.

## **EMPLOYMENT INFORMATION**

**Previous Position:** 

Period:

**Outputs:** 

**Position Before Last:** 

Period:

**Outputs:** 

**Experience:** 

Article Clerk - Gobodo Chartered Accountants

April 2008 to May 2009

- Performance of audit duties (substantive procedures, testing of controls, compliance testing, assurance assessments)
- Performance of financial reporting
- Financial risk analysis
- Process analysis and advisory services
- Extensive client and third party liaison

Business Manager - Nedbank Business Banking Winelands

November 2006 to March 2008

- Manage and expand client relationship through in-depth knowledge of client's business and industry
- Pro-actively identify client needs and develop appropriate solutions
- Negotiate and conclude optimum pricing and finance solutions
- Ongoing risk monitoring, assessment and management
- Sales administration (activity and call reports, sales reporting, client administration, budgeting and forecasting)
- Compliance management in accordance with Basel II, FAIS, FICA and NCA
- Services Manager, Nedbank Business Banking March 2006 to November 2006
  - Manager's Assistant in Nedbank Business Banking October 2004 to February 2006
  - Group Accounts Clerk in Old Mutual Investment Administration May 2004 to September 2004
  - Presenter at MFM 92.6 Stellenbosch Community Radio June 2003 to January 2007
  - Debtors Clerk in MSP-Sizwe April 2001 to January 2002
  - Wine Tasting / Cellar Tour Guide, Neethlingshof & Uitkijk Estate -December 1998 to March 2001

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**References:** 1. Richard Rhoda (CA/SA)

Director / Cape Town Partner Gobodo Chartered Accountants

Tel: 021 910 4428

 Dominic van der Heever Acting Municipal Manager Overberg District Municipality Tel: 073 529 8080 (O/H)

3. Marthinus Fourie

Area Manager Sales

Nedbank Business Bank - Winelands

Tel: 021 808 6700 (O/H)

4. Dian Kotze

Area Manager Credit

Nedbank Business Bank - Winelands

Tel: 021 808 6700 (O/H)

### FORMAL EDUCATION

Highest Standard Passed: Matric

Schools attended: Paul Roos Gymnasium (1993-1995)

Rondebosch Boys High School (1991-1993)

**Tertiary Education:** 

Institute Attended: University of Stellenbosch

Period: 1996-2000; 2003
Course: B. Comm. (Fin. Acc.)
Majors: Financial Accounting

Financial Accounting Management Accounting

Auditing Corporate Law

Taxation

Institute Attended: I T Business Campus

Period: February 2002 to December 2002

Course: Platinum Course

Sub-courses: A+ Systems Technician N+ Network Administration

I-Net+ Internet and WAN
Administration
MS Office 2000 (Outlook, Word, Excel, Powerpoint, Access)
Internet Explorer 5
Visual Basic 6 - Introduction

## COMPETENCIES

## Personal Style and Values:

The ability to be proactive, seize opportunities and thereby influence. Effective adaptation of my approach to cope with and accept change, and keeping emotions under control within a variety of sometimes stressful situations, with various individuals and groups in a work environment. Facilitating learning and growth of others through regular sharing of knowledge and feedback.

#### **Human dynamics:**

The ability to perceive correctly and notice details correctly. Analytical thinking in identifying and interpreting relevant information by using logic. Decisiveness, through making rational and realistically sound decisions, render judgment and take action based on consideration of all facts and alternatives available.

#### **Techincal Competencies:**

The capacity to analyse the impact of financial principles and processes on the organisation and clients. Competence in information technology, use of spreadsheets, word processing, electronic communications and relevant software. The ability to present ideas to individuals or groups with the objective of informing and influencing the audience. Aptitude for numbers and figures by applying mathematical principles.