

# Curriculum Vitae

## Candidate

Full Name	<b>Willem Jakobus van Dyk</b>  <ul style="list-style-type: none"><li>• I am a professional and hardworking 38 year old individual.</li><li>• I am a trustworthy and solid citizen who is seeking a company to which I can apply his skills and grow within.</li><li>• I describe myself as being a strategic thinker and focused candidate.</li></ul>
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## SUMMARY OF QUALIFICATIONS

<b>Education</b>	<ul style="list-style-type: none"><li>• <b>De Kuilen High</b> Matric – 1989.</li></ul>
<b>Other courses</b>	<ul style="list-style-type: none"><li>• New Management Certificate (Knovation) – 2004.</li><li>• NQF Assessor Certificate.</li></ul>
<b>Achievements</b>	<ul style="list-style-type: none"><li>• 10 Year service award.</li></ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"><li>• MS Word</li><li>• MS Excel</li><li>• MS PowerPoint</li><li>• Internet Explorer</li><li>• MS Outlook</li></ul>

## CAREER OVERVIEW

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**Company**

Period of Employment

Position Held

Responsibilities

**DinhaTEX**

**August 2008 – February 2010**

**Logistics/ Finance Manager**

- Controlling finance and executing different trade transactions.
- Liaising with buyers and manufacturers.
- Requesting and following up on details of transactions for execution.
- Following the physical transaction from start to finish.
- Setting up budgets and daily running expenses.
- Minimizing losses.
- Setting up trade instruments (LC's).
- Controlling and executing transactions.
- Managing logistics and effecting payments.
- Obtaining knowledge of the technical running of the trade tool (letters of credit).
- Handling all documentation involved in completing a Back to Back and Transferable LC transaction.

Reason for leaving

- Contract ended, company relocated to the United States.
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**Company**

Period of Employment

Position Held

Responsibilities

Reason for leaving

**Own Business**

**January 2007 – August 2008**

**Managing Director**

- Responsible for setting up and running a landscaping company.
- Company instability due to economic conditions.

<b>Company</b>	<b>Nedbank Ltd</b>
Period of Employment	<b>April 2003 – December 2006</b>
Division	<b>Electronic Settlements and Operations</b>
Position Held	<b>Risk Manager/ Manager Legal Vetting/ Manager: Implementation of System Project</b>
Responsibilities	<ul style="list-style-type: none"> <li>• Creating a new area within the greater department.</li> <li>• Setting up procedures.</li> <li>• Responsible for monthly risk assessments.</li> <li>• Providing feedback to assessed areas.</li> <li>• Documenting findings and actions for rectification.</li> <li>• Conducting and analysing research.</li> <li>• Attending a monthly risk meeting with the Senior Manager of the Department including affected Area Managers.</li> <li>• Conducting reassessments after rectification of findings.</li> <li>• Signing off reports to the General Manager on monthly basis.</li> <li>• Conducting monthly meetings with audit to provide feedback.</li> <li>• Compiling statistics on findings in all areas showing improvements or non-performance.</li> <li>• Assessing procedures in place, updating procedures and making recommendations.</li> <li>• Liaising with the Process-Management department.</li> <li>• Completing procedures in assessments on all staff involved.</li> <li>• Compiling a monthly compliance assessment/ report.</li> <li>• Responsible for improving yearly audit reports and ensuring a clean report.</li> <li>• Attending FICA and FAIS workshops.</li> <li>• Responsible as Manager of Operations.</li> <li>• Managing 12 people including a Team Leader.</li> <li>• Responsible for testing the system before going “live”.</li> <li>• Vetting the legality of the applications for internet banking.</li> <li>• Responsible for drawing up a chart depicting how the workflow system should work.</li> <li>• Informing the process-management team on procedures, and processing the final signoff.</li> <li>• Responsible for testing the system and recommending changes.</li> <li>• Travelling on road show to implement system and conduct in-house training.</li> </ul>
Reason for leaving	<ul style="list-style-type: none"> <li>• Opportunity to start own business in landscaping.</li> </ul>

<b>Company</b>	<b>BoE Bank – Stellenbosch Commercial Centre</b>
Period of Employment	<b>December 2001 – March 2003</b>
Position Held	<b>Head Accountant</b>
Responsibilities	<ul style="list-style-type: none"> <li>• Managing tellers and back office functions.</li> <li>• Handling administration duties.</li> <li>• Responsible for cash in the branch including ATM's.</li> <li>• Responsible for extensive budgeting.</li> <li>• Managing 20 employees.</li> </ul>
<b>Division</b>	<b>BoE Bank – Cape Town Head of Service Point</b>
Period of Employment	<b>December 2000 – December 2001</b>
Position Held	<b>Office Manager</b>
Responsibilities	<ul style="list-style-type: none"> <li>• Managing tellers and the operational area.</li> <li>• Responsible for cash in the branch including ATM's.</li> <li>• Managing 13 employees.</li> </ul>

**BoE Bank Continued...****Division**

Period of Employment

Position Held

Responsibilities

**Kuilsrivier Boland PKS****1996 – 2000****Administration Manager**

- Managing tellers and back office functions.

**Division**

Period of Employment

Position Held

Responsibilities

**Boland Bank – Card Division****1991 - 1995****Reconciliation Clerk**

- Handling reconciliations and settlements of local and international transactions.

Reason for leaving

- Company merger with Nedbank, moved across to a different division.

References

Further references available on request.

Email: Kobus - [konette@vodamail.co.za](mailto:konette@vodamail.co.za)