

**Curriculum Vitae**  
**Of**  
**Tshomarelo Edwin Sebati**

Thank you!

for your Acknowledgement.

## Personal Details

Surname: Sebati  
Name: Tshomarelo Edwin  
Postal Address: 7 th Thaba Nchu  
Glenvista  
Johannesburg south  
2092  
Date of birth: 09/10/1992  
Identity number: 9210095657082  
Nationality: South Africa  
Marital status: Single  
Cell Phone no: 0670204506  
Driver's license: C1  
Email: [edthecreditor@gmail.com](mailto:edthecreditor@gmail.com)

### Short biography

Short biography I enjoy challenges, learning, discovering and am fully committed towards my progression as a financial officer. I have reasonable financial skills and knowledge, I enjoy the buzz, pressure and challenge working with numbers brings. I also have interpersonal skills which contribute greatly to my eandevours.

Languages spoken

- English
- Afrikaans
- Setswana
- isiNdebele
- isiZulu
- Sesotho

## Education Background

### TERTIARY EDUCATION

Institution attended: Tshwane university of Technology

Year: 2013-2015

Student number: 212206288

Qualification studied: National Diploma: Credit management

SECONDARY EDUCATION :Matriculated 2011 @Townview High School.

Systems/Software used and skills possessed.

- Advanced skills Microsoft Office
- SAP Mid-level career experience, 3years experience
- Syspro , A year
- Master Data creations
- Credit Vetting
- IFRS Understanding

## Experience

### Current Job Tittle

#### **1.Temp :Credit Controller @DSV Health**

#### **Duties and Responsibilities**

- Allocations of about 200+ accounts
- Reconciliations
- Client relations, logging all interactions
- Generating Age analysis, Total book value of 40mil
- Investigating Invoices
- Releasing orders upon pop or depending on the type of account it is
- Following up on payments and providing feedback on accounts on Monthly bases or upon request
- Assisting any of my team members with their accounts and any additional work they have
- Insuring that correct customer information is captured

- Monitoring COD accounts
- Distribution of invoices and Statements
- Assist with month end Reports
- Ensuring queries are resolved within the SLA time frame
- Tracking orders

#### **Skills learned**

- Organising
- Working in a FMCG environment
- Team work and ability to work in a high pressure fast paced environment
- High Collection Volume
- Healthcare jargon, collection and procedures in terms of medication releases.

#### **Systems or software's used**

- SAP
- Sage
- Delta (in house)
- Future wave

## **2.Credit Controller @Karcher Jan,2020-November 2020**

Total Book value 15mil

#### **Duties and Responsibilities**

- Issuing of Monthly debtors statements and timeous collection of monthly debtors
- Reconciliation and allocation
- Processing credits
- Identify problematic accounts and developing solutions
- Client relations
- Claims processing.
- Refund processing
- Monitoring the bank
- Monthly feedback on debtor's accounts
- Generating age analysis

Systems used

- SAP

Skills learned.

- Collection
- Accounts administration

Reason for leaving: Retrenchment

### **3.Tsebo group**

#### **@Tsafrika as a Creditor Controller 2016 -2019**

- Collections
- Allocation
- Billings
- Month end procedures
- Client relations
- Processing invoices
- Generating statements issuing them to customers
- Generating the age weekly

#### **Systems used**

- SAP

#### **Skilled**

- Teamwork
- Collection

**Reason for leaving: looking for greener pastures**

### References

Evodia Esumeke @DSV Helathcare

Supervisor

Tell : 010 248 0000

Cell : 0835999548

Charlene Lombard @Karcher

Supervisor

Tell: 0860 527 243

Cell: 0611800975

Tracy Naidoo @Tsafrika

Credit manager

Tell: 010 590 03000