

CURRICULUM VITAE – DUKE (DUGALD) CLOETE

PERSONAL DETAILS

Full Name: Dugald Lionel Cloete
Call Name: Duke
Residential Address: 69 Helshoogte Road
 Stellenbosch
 South Africa
 7600
Date Of Birth: 22 February 1978
Cellular Phone: +27 82 256 4056
E-mail Address: Duke411@gmail.com
Driver's License: Code EB (Unendorsed)
Teaching Qualification: 100 hour TEFL Certificate



Motivation: I am a highly motivated and driven individual, capable of working successfully in any environment. I am a willing learner, while also capable of exercising initiative when required. My above-average proficiency in English allows for excellent communication.

I've been self-employed since June 2009, using the time to pursue post-graduate studies and providing financial advisory services geared for businesses.

Responsibility is always welcome. My experience and determination have allowed me to draw the most from and make a success of any opportunity.

EMPLOYMENT INFORMATION

Previous Position: Article Clerk . Gobodo Chartered Accountants
Period: April 2008 to May 2009
Outputs:

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

Position Before Last: Business Manager . Nedbank Business Banking (Winelands)
Period: November 2006 to March 2008
Outputs:

- Manage and expand client relationship through in-depth knowledge of clients' 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

Experience:

- Services Manager, Nedbank Business Banking . March 2006 to November 2006
- Manager's Assistant, Nedbank Business Banking . October 2004 to February 2006
- Group Accounts Clerk, Old Mutual . May 2004 to September 2004
- Presenter and Events MC, MFM 92.6 Stellenbosch Community Radio . June 2003 to January 2007
- Debtors Clerk, MSP Sizwe Medical Aid . April 2001 to January 2002
- Wine Tasting- and Cellar Tour Guide, Neethlingshof & Uitkyk Wine Estates (LUSAN Wines) . December 1998 to March 2001

References:	<ol style="list-style-type: none"> 1. Tania Copeland Director . The International English School, Somerset West Tel: +27 82 737 9907 Email: ties@english.za.net 2. Richard Rhoda [CA(SA)] Director . Gobodo Chartered Accountants Tel: +27 21 910 4428 (South Africa) Email: rrhoda@gobodo.co.za 3. Michael Ian Fellaria GEPIK Foreign English Teacher Representative Ha-il Elementary School, Gwangmyeong, South Korea Tel: +1 334 477 3037 (USA) Tel: +82 010 5769 5426 (South Korea)
--------------------	--

FORMAL EDUCATION

Tertiary Education	
Institute Attended:	The International English School
Period:	August 2010
Course:	100 hour TEFL (Certificate in Teaching English as a Foreign Language)
Grade Achieved:	B
Institute Attended: University of Stellenbosch	
Period:	1996-2000, 2003
Degree:	B. Comm. (Financial Accounting)
Majors:	Financial Accounting Management Accounting Auditing Corporate Law Law of Taxation
Institute Attended: IT Business Campus, Bellville Campus	
Period:	2002
Courses:	A+ Systems Technician N+ Network Administration Visual Basic 6 Introductory Internet Explorer I-Net+ MS Office
Secondary Education	
Schools attended:	Paul Roos Gymnasium (April 1993 to 1995) Rondebosch BoysqHigh School (1991 to March 1993)
Highest Grade Passed:	Grade 12 (B Aggregate)

COMPETENCIES

Personal Style and Values:
Proactive in seizing opportunities. Effective adaptation of approach to cope with and accommodate change. Maintain and control composure within stressful environments, working individually or in a group. Receptive to feedback and knowledge from others to achieve personal growth.

Human Dynamics:
logical and lateral thinking to identify and interpret relevant information. The ability to correctly perceive and notice details. Decisive, by way of making rational, realistically sound decisions, render judgment, and take action based on the consideration of all facts and alternatives available.

Technical Competencies:
The capacity to analyse the impact of financial principles and processes on organisations and industries. Competence in information technology (e.g. spreadsheets, word processing, electronic communication, understanding of the important role of IT within society as a whole). The ability to present ideas clearly and in an informed manner to individuals or groups. Natural aptitude for facts and figures.