

CURRICULUM VITAE OF LEKOKO TERRENCE MAPHUTHA

5227 Amatolas Place

Lenasia South Ext4

1829

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CAREER OBJECTIVE

I am ambitious and an effective individual with a passion to make a difference. I believe in strong moral values and that a balanced life is important for personal and career success. The strong leadership qualities I possess enable me to inspire others and to achieve the set goals. I am team player with the willingness to work hard. I am result orientated and function well under pressure. Amongst other inter personal skills I poses is being a good listener, communicator and attentive to detail.

PERSONAL INFORMATION

Date of Birth	:	28 June 1993
Nationality	:	South African
Gender	:	Male
Marital Status	:	Single
Home Language	:	Northern Sotho
Other Languages	:	English, IsiZulu and Tswana
Health Status	:	Good
Driver's License	:	C1 with PDP
Religion	:	Christian

TERTIARY LEVEL

Institution	:	Richfield Graduate Institute of Technology
Academic Programs	:	Bachelor of Commerce in Accounting
	:	National Diploma in Business Administration (Specialising in Accounting)

Modules Passed :

Accounting IA/2A, Business Statistics, Commercial Law I, Accounting IB/2B, Economics, Business Management, Marketing I, Marketing II, Strategic Management, Training & Development Contemporary Issues in Industrial Relations, Statistics, Entrepreneurship & SBM, Taxation & Auditing

HIGH SCHOOL LEVEL

Centurion College

Subjects Passed

- ❖ English
- ❖ Mathematics
- ❖ Accounting
- ❖ Physical Sciences
- ❖ Life Sciences
- ❖ Life Orientation

SKILLS

- ❖ Computer Skills (Proficient with Microsoft Office)
- ❖ SAB/MEDICOM & PERSAL
- ❖ Communication
- ❖ Report writing
- ❖ Ad hoc investigations
- ❖ Statistical analysis
- ❖ Ability to Work Under Pressure
- ❖ Time Management & Adaptive
- ❖ Self-Motivated & Detail-oriented
- ❖ Loyal and Discreet (Maintain confidentiality)

WORKING EXPERIENCE

Organisation name	:	Gauteng Department of Health
Capacity	:	Intern (Internal Control & Compliance)
Duration	:	April 2017 – March 2018

Organisation name	:	Gauteng Department of Health
Directorate	:	Risk Management & Internal Control
Capacity	:	Internal Control Officer
Duration	:	April 2018 - August 2023

DUTIES

- ❖ Coordinate audit process at both Institutions and Central Office.
- ❖ Monitor and provide advice to management at the institution/Head Office to minimise risk.
- ❖ Review the responses of internal and external audit findings.
- ❖ Monitor the implementation of recommendations by Internal and External audit.
- ❖ Review Monthly Annual Financial Statement
- ❖ Compile monthly reports on compliance with standards of excellence.
- ❖ Review Monthly Annual Financial Statement
- ❖ Perform monthly assessment on administrative performance through rating as per questionnaires, checklists, projects, Key Controls, and self-assessments
- ❖ Monitor compliance with existing policies and procedures, identifying and proposing modifications where required.

- ❖ Review and follow-up on audit action plans to ensure that all corrective measures are implemented.
- ❖ Perform all administrative duties within the directorate.

Organisation name	:	Chris Hani Baragwanath Academic Hospital
Directorate	:	Motor Vehicle Accident (MVA)
Capacity	:	Admin Officer
Duration	:	7 Months Period

DUTIES

- ❖ Registering of patients on the SAB system on daily basis
- ❖ Attending queries with regards to the MVA throughout the institution

REFERENCE

Contact Name	:	Ms. Michelle Subramoney
Relationship	:	Assistant Director
Email	:	Subramoney.Michelle@gauteng.gov.za
Contact Number	:	071 678 5729

Contact Name	:	Ms. Lee-Ann Doorasamy
Relationship	:	Deputy Director
Email	:	Doorasamy.Lee-aan@gauteng.gov.za
Contact Number	:	082 456 9879

Contact Name	:	Mr. Siyabonga Ngobese
Relationship	:	Supervisor
Contact Number	:	011 933 9090