



Khanyisa 26483

Education

Qualification	Year Obtained	Institution
Advanced Diploma in Accountancy (Professional Accounting)	2018	Nelson Mandela University
Diploma in Accountancy	2017	Nelson Mandela University
National Senior Certificate	2013	Cambridge High School

I.T Proficiency

- Microsoft Office
- Zoom
- Microsoft Teams
- Google chats and meetings
- Immediate Pastel (version 14)
- Aura Platinum
- Confirmation.com
- Alteryx Cash Configuration Tool
- SAP (Basic knowledge – extraction of General Ledgers, Trial Balances, Supporting documents for samples)
- Forti Client (Basic knowledge – extraction of supporting documents)
- Alteryx Exchange Rate Extractor
- Phoenix (Workflow tool where I can see the requests I have been assigned to. Also used as a communication tool between the audit team and myself)
- PwC Connect System
- Datasnipper

Certifications

- UCT Payroll and Tax Administrator – UCT in collaboration with GetSmarter – 2022
- Communication Skills Training – MBAT (Pty) – 2019
- Excel Foundation Workshop – UPvisor – 2019

Skills

- Excellent written and verbal communication skills
- Strong planning, time management and organisation skills
- Coaching and mentoring
- Work effectively under pressure and handle confidential matters with tact and professionalism.
- Pragmatic problem-solving approach
- Customer centric
- Detail orientated and deadline driven
- Good interpersonal and client liaison skills
- Able to work independently and in a team
- Strong work ethic

Achievements

- Purging Champion in my Hive – 2022 (I run purging tests before the actual Purging Day where I select two closed requests from the sample provided. I do these tests to ensure that all client related work and documents relating to a request where one was working on has been permanently deleted from their computers. There is a checklist with the areas where the checks are done)
- Appointed as a Buddy to New Joiners in the SDC – Associate 2 (2020) – Senior Associate 1 (2021 – Current)

Employment Summary

Company	Date	Title
PricewaterhouseCoopers – Service Delivery Centre (SDC)	January 2023 - Current	Senior Associate 2 / Resource Manager
	January 2021 – December 2022	Senior Associate
	January 2020 – December 2020	Associate 2
	December 2018 – December 2019	Associate 1
Nelson Mandela University – Department of Applied Accounting	March 2017 – October 2017	Invigilator

Employment History (Most recent first – Last 10 years)

PricewaterhouseCoopers (SDC)

January 2023 – Current

Senior Associate 2/ Resource Manager [Assurance/Audit industry – Specialization groups: Test of Detail (TOD)]

Duties:

- Perform more complex work requested by audit teams (Test of Detail, FSLI Packages)
- Fully performs Resource Manager role - Able to manage own calls independently
- Performs Resource Manager responsibilities including - reporting, journals, call allocation, final review, complete Snapshots for junior staff, manage availability for junior staff, past due dates updated for own requests and other Internal audit/ compliance matters like integrated testing
- Delegate to others to provide stretch opportunities, coaching them to deliver results
- Use a broad range of tools and techniques to extract insights from current industry or sector trends
- Review own work and that of others for quality, accuracy and relevance
- Able to read situations and modify behaviour to build quality relationships
- Uphold the firm's code of ethics and business conduct
- Prepare budgets for work assigned to

- Coaching of junior staff members
- General administration
- Facilitates collaboration across virtual teams
- Takes on a Buddy role to junior staff members

PricewaterhouseCoopers (SDC)

January 2021 – December 2022

Senior Associate [Assurance/Audit industry – Specialization groups: Test of Detail (TOD)]

Duties:

- Perform more complex work requested by audit teams (Test of Detail, FSLI Packages)
- Perform first level review of work performed by junior staff
- Delegate to others to provide stretch opportunities, coaching them to deliver results
- Use a broad range of tools and techniques to extract insights from current industry or sector trends
- Review own work and that of others for quality, accuracy and relevance
- Able to read situations and modify behaviour to build quality relationships
- Uphold the firm's code of ethics and business conduct
- Take ownership of requests allocated
- Prepare budgets for work assigned to
- Coaching of junior staff members
- General administration
- Begins to maintain a reporting spreadsheet
- Facilitates collaboration across virtual teams
- Takes on a Buddy role to junior staff members

Reason for leaving: Promoted

PricewaterhouseCoopers (SDC)

January 2020 – December 2020

Associate 2 (Assurance/Audit industry)

Duties:

- Able to perform basic and complex TOD work
- Able to perform basic and complex FSLI Packages
- Perform all confirmation work (bank, debtors, creditors, lawyers)
- Prepare authorization letters and confirmation templates
- Prepare control logs for confirmation requests and ensure follow ups are done to third parties twice a week
- Keep control log updated
- Prepare budgets for work assigned to
- General administration

Reason for leaving: Promoted

PricewaterhouseCoopers (SDC)

December 2018 – December 2019

Associate 1 (Assurance/Audit industry)

Duties:

- Able to perform basic TOD work
- Able to perform basic FSLI Packages
- Perform all confirmation work (bank, debtors, creditors, lawyers)
- Prepare authorization letters and confirmation templates
- Prepare control logs for confirmation requests and ensure follow ups are done to third parties twice a week
- Keep control log updated
- General administration

Reason for leaving: Promoted

References available on request