

LEBOGANG PATRICIA BUTHELEZI

Team Member: Estates Debt Collector

Phone: (031) 328-4759

Cell: 0842888873

E-mail: Lbuthelezi3@sars.gov.za

Professional Summary

Trustworthy, confident and self-starter individual with more than 17 years as an state collector for day to day support and guidance of the Estates Debt Management team as well as handling of complex estates and High Risk Unit cases with track record of dependability and a reputation for integrity and loyalty.

I'm a resilient person who works under pressure and target driven with the ability to influence and negotiate. I am eager to grow and learn new ideas.

I have extensive experience of Debt Collection, Business Rescue, Liquidations, Sequestrations and The Master of the High Court acts.

Experience

2004-07-06 - present Team Member Estate Collector

- Identifying the companies that are placed in liquidation on the government gazette on an ongoing basis and address specifically complex cases.
- Tracing the liquidator or executor of the liquidated companies.
- Leasing with the companies registrar on an ongoing basis to confirm the status of companies as part of investigation.
- Preparing the Claim statement and submitting it to the master of the high court within prescribe period.
- Analyzing the financial information of the liquidated companies
- Ensuring that all claims are collated and paid on time by the liquidator and approved by the master of the high court.
- Advice and act on the legal aspects of attempting recovery on Capital Gains Tax, dividends payable, VAT on assets and Post liquidation income from the liquidators and outstanding balance payable due to claim on deceased Estates.
- Analyse and interpret L&D accounts, financial statements, asset and liability statements, etc but not limited to the same.
- Analyse and interpret Liquidation and Distribution accounts in order to assess tax liability.
- Ascertain risk to SARS on all new Motions received from the High Court within the relevant jurisdiction.
- Evaluate and review audits dealt with by Estates Audit on various types of audits conducted in the Estates environment on a random basis.
- Gather intelligent data, evaluate legal alternatives within the framework of the legislative and common law framework, and accurate interpretation of the financial statements as well as the Liquidation Accounts.
- Respond to the Estates manager as to actions taken/not taken as well as to the Auditor general Office as and when enquired.
- To provide functional legal interpretations on Insolvent and Deceased Estate Documents.
- Accumulate information to review work progress that provides input to reporting, decision making and the identification of improvement opportunities.
- Attend inquiries conducted by the liquidators into the affairs of the companies
- Attend Creditors Meeting held at the Master of the High Court.
- Write reports with regards to the liquidated companies and their history for management review and for audit.
- Prepare cases for debt write off if satisfied that it is uneconomical to pursue at that time; or for the duration of the period that the debtor is subject to business rescue proceedings.

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Work History

2014-01-04 to 2016-10-31 (Seconded to High Value Debt Team)

Working on the Top 100 cases for Head Office project (Liquidations and Insolvency)

2016-11-01 to 2020-11-31 (Seconded to Audit Debt Team)

Assisted the Audit debt and the High Risk Unit team on the Liquidations and Insolvency significant cases. Attended I Court cases, Inquiries and Creditor's Meeting held at the Master of the High Court.

Education

Senior Certificate (NQF 4) AND 17 year's 4 months debt management experience in a debt collection environment.

Career Aspirations

I would like to continue to develop my skills and experience to be able to obtain a stronger track record of great result in making. I also want to develop my leadership and organizational skills. This will help me achieve my goal of leading production teams in the future.

Summary of Skills

- Clear, Effective Communication.
- Emotional Intelligence.
- Openness
- Problem-Solving.
- Decision-Making.

Key Skills

- Efficiency in delivering target.
- Independent and able to work under pressure.
- Team player.
- Modify normal procedures (within organisational boundaries) to fit a specific situation to get a job done and/or meet SARS's goals.
- Able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the organisation.

Achievements

Top performer for Regional Amakhwezi 2012/2013 financial year.

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References

Mr Collins Mabitsela
Manager: Debt Management
(011) 862-5473

Mrs Louisa Makhura
Ops Manager: Debt Management
(012) 647-9722

Mrs Mandy Benjamin
Specialist: Investigation
(012) 340-3416