
YOLANDA SIBUTA

ABOUT ME

IDENTITY: South Africa Citizen, ID 8709241001088
LOCATION: Eastern Cape, East London
LANGUAGES: Afrikaans, English, Xhosa, Sesotho; IsiZulu
DISABILITY: Black Female with no disability
MOBILITY: Light Vehicles up to 3,500kg

CONTACTABILITY (Mobile) 0837640272; 0633091879 (spouse); (Email) ysibuta@gmail.com

My Career Status

Current / Most Current

Functional Specialist: Debt management with total work experience of 1 to 5 years
Highest Qualification: Honours

Notice Period / Availability

One month's notice

My Career Summary

SOUTH AFRICAN REVENUE SERVICE

Functional Specialist: Debt management
May 2022 - current

OLD MUTUAL FINANCE

Branch manager
Nov 2017 – April 2022

MILA FORENSIC & CONSULTING

Forensic investigation Independent consultant (part time)
Mar 2020 – April 2022

SOUTH AFRICAN REVENUE SERVICE

Debt Management Consultant
Feb 2015 – Mar 2017

Old Mutual - PFA

Financial advisor

May 2014 – Jan 2015

CAPITEC BANK

Assistant Branch Manager

Feb 2010 – Apr 2012

My Skills

EXPERT / SPECIALIST

- Communication both internal and external stakeholders
- Attention to detail being mindful of deadlines and scope of work
- Financial statement analysis and data consolidation with a focus on expressing an opinion of the financial position portrayed by the information supplied
- Commitment to continuous learning and achievement of personal developmental goals
- People management – talent scouting, staff development and training
- Transparency, honesty, integrity and fairness when dealing with various stakeholders taking into consideration the differing circumstances and levels of confidentiality required
- Personal mastery
- Judgement and decision making
- Customer service orientation and customer focus
- Relationship building and Stakeholder maintenance

ADVANCED

- Analytical thinking
- Ms-Word, Excel, Power Point, Outlook
- Financial statement data analysis with application of IFRS and/GAAP guidelines
- Application and interpretation of Tax Administration Act and accompanying legislation when dealing with Individuals; Companies; Estates and Trusts
- Project management- pre to post administration and overseeing overall operational functions

SOLID

- Preparation of reports and consolidation of data for presentation to various committees
- Knowledge of Law of Contracts wtr rights and obligations of participating parties
- Knowledge of Criminal Procedure; Law of Evidence and Organised crime prevention related legislation
- Knowledge of Public Finance Management Act; Audit cycles and related legislation
- Compliance with related SOPs, testing compliance or violations of SOPs and communication of possible recommendations to prevent re-occurring breaches
- Preparation of court files, witnesses and investigation reports for court litigation processes

Functional Specialist: Debt management at South African Revenue Service

May 2022 - current

- o Functional specialist position in Eastern Cape
- o Project management starting with taxpayer proposal analysis to the authenticity of financial information submitted; interviews with the taxpayer and compilation of all evidence gathered for presentation to approval committee (Approval Level 1 and 2)
- o Assisting the team with extensive financial information analysis with the purpose of putting forward a submission relating to S200 compromise and Payment arrangement applications
- o Case profiling with reference to possible risk factors, recommendation for further investigation/ audit and compilation of settlement proposal for taxpayer engagement session
- o Liaison with other business units for advice and guidelines where necessary
- o Providing continuous support other lines of business with emphasis on taxpayer behavioural actions; payment history on various taxes; possible debt write off's; deceased estate and liquidated estates.

Reason for leaving: Professional

Branch manager at Old mutual finance

Nov 2017 – April 2022

- o Management position in Eastern Cape
- o Oversee branch functions ranging from branch administration to asset management to staff retention and development
- o Strategic planning and implementation of actions to achieve branch targets and maintain momentum on a month to month basis
- o Drive staff development through performance appraisal discussions and on-the –job trainings
- o Ensure staff adhere to customer service management protocols and display such throughout
- o Attend stakeholder engagement sessions wherein the focus is to maintain existing and build new relationships.
- o Compile monthly reports on competitor analysis and recommendations of how we can still compete successfully
- o Conduct monthly branch audits to test compliance with various SOPs and design action plans to mitigate risk factors

Reason for leaving: Professional

Forensic investigation mentee at Mila Forensic & Consulting (part time)

Mar 2020 – April 2022

- o Independent consultant position in Eastern Cape
- o Thoroughly analyse brief from client outlining the scope of audit/ investigation required and prepare investigation plan proposal for client approval
- o Consultation with various stakeholders based on critical information gathered and source out additional information ie from SAPS or SAFP to assist in investigation
- o Assist in the preparation of court documents for civil claims or criminal prosecution
- o Case profiling with reference to possible actions to be taken against those found guilty of transgressions, guided by client SOPs, Internal Disciplinary Code of Conduct and relevant legislation
- o Assist in the execution of forensic investigations relating to staff and insurance claim fraud; test of internal controls; asset misappropriations
- o Follow up and report on whistle-blower interviews with critical analysis of the authenticity of the information shared
- o Assist in conducting interviews with witnesses, suspects and other relevant personnel
- o Compile extensive investigation reports based on findings and outline recommendations for consideration by the client to mitigate future risks or possible prosecution.

Debt Management Graduate trainee at South African Revenue Service

Feb 2015 – Mar 2017

- o Graduate trainee position in Eastern Cape
- o Project management starting with taxpayer proposal analysis to the authenticity of financial information submitted; interviews with the taxpayer and compilation of all evidence gathered for presentation to approval committee
- o Training of graduates on various sections of the Companies Act, Tax Administration Act, Business Rescue process and collection Standard Operating Procedures (SOP's)
- o Attend management meetings and oversee overall staff functionality in the absence of line manager
- o Case profiling with reference to possible risk factors, recommendation for further investigation/ audit and compilation of settlement proposal for taxpayer engagement session
- o Liaison with other business units for advice and guidelines where necessary
- o Providing continuous support other lines of business with emphasis on taxpayer behavioural actions; payment history on various taxes; possible debt write off's; deceased estate and liquidated estates.

Reason for leaving: Contract ended

Financial advisor at Old Mutual - PFA

May 2014 – Jan 2015

- o Personal Financial Advisor position in Eastern Cape
- o Comprehensive financial analysis and planning to suit the client's needs
- o Annual review of clients portfolio to ensure products are still applicable to client's financial and family needs
- o Providing advice on suitable products and investment vehicles for client
- o Facilitate stakeholder training sessions on financial planning and associated government regulations

Reason for leaving: Offer at SARS

Assistant Branch Manager at Capitec Bank

Feb 2010 – Apr 2012

- o Management position in Eastern Cape
- o Manage NAEDO transactions in terms of customer pay date management
- o Coordinate and oversee the follow up process of both Arrears follow up and Customer conversions
- o Manage the branch filing system as a whole unit (Manual and electronic)
- o Perform relief duties in the absence of the Branch Manager and coordinate the branch flow
- o Drive Capitec Bank's unique client service orientation from the staff perspective
- o Provide j2e and on-the job training to staff ensuring that there is continuous development

Reason for leaving: study purposes

[My Education](#)

POST GRADUATE DIPLOMA IN FORENSIC AUDITING – UNISA.

Completed Nov 2017

Modules:

- o Applied Law for Forensic auditors
- o Applied Labour law
- o Fraud Prevention and Detection
- o Forensic Audit Reporting
- o Financial Fraud Schemes
- o Fraud Investigation for Forensic Auditors

DEGREE IN BCOM (ACCOUNTING) – UNIVERSITY OF FORT HARE.

Completed Dec 2012

Modules:

- o Accounting (1; 2; 3)
- o Taxation (1; 2)
- o Auditing(1; 2;3)
- o Financial management(1;2;3)
- o Economics 1
- o Business Management 1
- o Commercial Law (1;2)

GRADE 12 / MATRIC IN MATRIC – UMTATA HIGH SCHOOL.

Complete Dec 2005

Subjects:

- o English
- o Afrikaans
- o Mathematics
- o Physical Science
- o Biology
- o Geography

REFERENCES

1. Nandipha Madlanya
Operations Manager: Escalated Debt -SARS
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2. Phumzile Magcanya
Area Manager- Old Mutual Finance
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Phumzile.Magcanya@omfinance.co.za

3. [Tembelani Tshabane](#)
CEO and founder- Mila Forensic & Consulting
073 992 0542
tembelani@milaconsult.co.za