**Vhutshilo Clyde Ramadi**

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## TARGET ROLE

**Strategy, Risk & Governance Officer | Internal Audit & Compliance Specialist | Finance & Risk Administrator**

## PROFESSIONAL SUMMARY

Finance, risk, and governance professional with over 10 years of experience across public and private sector environments, supporting financial administration, internal controls, audit processes, and compliance frameworks. Skilled in risk identification, audit readiness, reconciliation processes, and maintaining regulatory compliance in line with PFMA, GRAP, Treasury Regulations, and corporate governance standards.

Experienced in supporting multi-functional operations including finance administration, stakeholder coordination, systems governance, and documentation control. Adept at strengthening internal controls, supporting enterprise risk processes, and ensuring accurate reporting and operational accountability. Strong ability to coordinate cross-functional teams and support strategic and operational execution in structured environments.

## CORE COMPETENCIES

- Enterprise Risk Support & Monitoring
- Internal Audit Coordination & Audit Readiness
- Financial Controls & Reconciliation
- Compliance (PFMA, GRAP, Treasury Regulations)
- Governance & Policy Administration
- ICT Governance Support (Outsourced Service Providers)
- Operational Reporting & Documentation Management
- Stakeholder & Committee Coordination
- Multi-site Administration Support
- Basic OHS Coordination & Compliance Awareness
- Process Improvement & Control Tracking

## EDUCATION

**Tshwane University of Technology (TUT)** – Ga-Rankuwa, Pretoria

- National Diploma: Internal Auditing (2019)
- National Higher Certificate: Accountancy (2009)

Relevant Subjects: Financial Accounting, Internal Auditing, Cost Accounting, Taxation, Business Information Systems, Commercial Law, Statistics, Corporate Procedures

## CERTIFICATIONS & TRAINING

- Risk Management (Level 5) – SASSETA
- Ethics for Internal Auditors (Level 5) – School of Government
- Google Cybersecurity Professional Certificate (Coursera)
- SAP Financials Essentials (LinkedIn Learning)
- CISA Exam Preparation (ISACA – LinkedIn Learning)
- Cisco IT Essentials: Networking, Cybersecurity, OS Fundamentals
- Introduction to Artificial Intelligence
- Linux & Digital Systems Fundamentals

## TECHNICAL SKILLS

- Oracle E-Business Suite R12
- SAP Financial Systems (Foundational)
- MS Office Suite (Advanced Excel, Word)
- Pastel Accounting
- SASAMS & GDE Online Systems
- MS Access, Valistractor, Data Reporting Systems
- Basic Python, Linux, Citrix environments

## PROFESSIONAL EXPERIENCE

**Gauteng Department of Education – Pretoria Central High School**

**Finance Officer / Administrative Support** | Oct 2023 – Present

- Support financial administration processes ensuring compliance with public sector financial governance frameworks
- Maintain accurate financial and administrative records for audit readiness and reporting purposes
- Assist in coordination of admissions, learner data systems, and stakeholder documentation processes
- Support operational reporting and compliance tracking across administrative and finance functions
- Manage school-wide administrative coordination including scheduling, records control, and communication systems
- Assist in maintaining structured documentation for audit and governance purposes

**Gauteng Department of Education – L/S Oost Eind**

**Finance & Administrative Officer** | Sep 2023 – Oct 2023

- Supported financial and administrative recordkeeping in line with departmental policies
- Managed learner and staff data systems ensuring accuracy and compliance
- Assisted in document control, admissions processing, and system updates (SASAMS)
- Provided administrative support for operational reporting and documentation flow

**Chapu Chartered Accountants Inc (NHLS Assignment)**

**Finance Consultant (Audit & Compliance Support)** | May 2022 – Dec 2022

- Assisted in financial statement preparation and reconciliation of complex accrual accounts
- Identified discrepancies and supported corrective journal entries for audit accuracy
- Strengthened internal control processes through variance analysis and reconciliation review
- Supported audit readiness for public sector financial reporting compliance (Treasury Regulations, PFMA)
- Liaised with audit stakeholders to resolve financial discrepancies and ensure accurate reporting

**DSV Mounties (Logistics Finance Operations)**

**Administration & Finance Clerk** | Jul 2018 – Feb 2020

- Performed inter-branch financial reconciliations and cost allocation tracking
- Verified supplier invoices and ensured compliance with internal financial procedures
- Maintained audit trails for logistics and transport cost documentation
- Supported operational finance reporting and documentation accuracy

**Jet Store Music (Retail Finance Operations)**

**Finance Officer** | Jul 2010 – Jun 2012

- Managed creditors, bank reconciliations, and daily financial processing
- Processed supplier invoices and maintained procurement documentation
- Assisted with cash flow monitoring and payment processing
- Ensured financial record accuracy and basic compliance procedures

**RISK, AUDIT & GOVERNANCE EXPOSURE**

- Internal audit support and financial reconciliation (NHLS engagement)
- Risk Management certification (SASSETA Level 5)

- PFMA, GRAP, Treasury Regulation compliance experience
- Audit preparation and audit query resolution support
- Financial control monitoring and documentation tracking
- Exposure to governance processes and structured reporting systems

**LANGUAGES**

- English
- IsiZulu
- Setswana
- Sepedi
- Xitsonga

**PERSONAL INFORMATION**

- Date of Birth: 1984-07-02
- Nationality: South African
- Gender: Male

**INTERESTS**

Technology, cybersecurity, automation, research, financial systems, AI