331 Mashemong Section, Tembisa, 1632
0Mobile: 082 585 7234
E-mail: mashaladan8@gmail.com

PERSONAL DETAILS

- Kgopi Daniel Mashala
- 06 August 1971
- Male
- Home Language: Sepedi
- South African Citizen
- Other Languages: English,Tswana, Zulu
- Married
- C1 Driver's license

ACADEMIC HISTORY

- Completed B. COM (Economics) at University of Natal (1998)
  Major Subjects: Economics and Marketing.
- Grade 12 at Masopha High School (1991)
  Subjects Passed: English, N. Sotho, Afrikaans, Mathematics, Physical Science and Biology
- Attended two-day course on GAMAP/GRAP, which was presented by Delloite. Also attended Venus training

WORK EXPERIENCE

- **RMS (Remote Metering Solutions)**
  Technical Query Administrator
  From 01st June 2023 until 22nd July 2024
  Duties
  - ✓ Receiving queries from query grabbers,
  - ✓ Logging queries for reference number with relevant municipalities including ESKOM by way of e-mail and phone calling,
  - ✓ Making follow ups until queries are resolved ,
  - ✓ Personally going to council offices when necessary to resolve queries

- **Ekurhuleni Municipality (Tembisa)**
  Sub Accountant from February 2008 to February 2019
  Duties
  - ✓ Keeping Statistics on government, councilors and officials accounts.
  - ✓ Maintaining Indigents Database, executive arrear write-offs on qualifying pensioner/Disabled indigent accounts.
  - ✓ Executing pensioner rebates as well as indigents subsidies.
  - ✓ Verifying the correctness of meter readings and service tariffs.
  - ✓ Authorising of journal entries
  - ✓ Preparing of various reports and Authorising the issue of clearance certificates.
  - ✓ General supervision of enquiries, indigents and clearance sections.

- **Acting area Manager** Acted as area manager over the period of my manager vacation leave from 04 December 2006 to 09 January 2007.

  Duties

  - ✓ Attending committee meetings to represent finance department and giving inputs with regard to billing policies and procedures, credit control and collection.
  - ✓ Ensure that all projects in progress are well managed and finalized.
  - ✓ Exercising authority over immediate subordinates to ensure smooth running of all pay points.

- **Ekurhuleni Municipality (Tembisa)**

  Acting senior Clerk from May 2004 to March 2006

  Duties

  - ✓ Making down-payments arrangements, running final notices reports, raising interests and canceling dishonored arrangements.
  - ✓ Disconnecting/disallowing default debtors.
  - ✓ Running preliminary reports & handling copies to councilors for council monies.

- **Ekurhuleni Municipality (Tembisa)**

  Deposit Clerk from September 2002 to May 2004

  Duties

  - ✓ Opening new accounts, raising consumer deposits for different debtors, transferring meters from previous accounts to new accounts.
  - ✓ Adjusting levies between debtors and between different codes by way of journals.
  - ✓ Performing other credit control duties.

- **Ekurhuleni Municipality (Tembisa)**

  Cashier from March 2002 to September 2002

  Duties

  - ✓ Receiving and capturing of cash, cheques, bank transfers and postal orders
  - ✓ Performing other cashier duties.

References

- **Mr. Mafa Nyakama**
- Position and company : Direct Technical Supervisor
  (**RMS (Remote Metering Solutions)**
  Contact numbers : 079 512 1811

- **Mr. Thabiso Kgomo**
  Position and Company : Acting Area Manager at Ekurhuleni Municipality (Tembisa)
  Contact Numbers : 011 999 4759