

RACHEL DILELO MOSHIA

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Current Position : **Commission Administrator: 1Life Insurance**

Summary :

- Matric and BCom Degree in Financial Sciences
- 4 Years in financial / client service environment
- Commission calculations and payments experience
- Sending out commission statements and pay commissions
- Send Brokers their monthly commission statements based on payments made and process payments manually
- Month end commission statements
- Handling of daily / weekly / monthly commissions queries
- Distribute the total fees and commission in suspense for Financial Planning Partners who have left the company
- Work on Sage X3, POL 360 and AS400 Excel

PERSONAL DETAILS

Full Name and Surname : Rachel Dilelo Moshia (known as Rachel)

Date of Birth : 12-02-1998

Nationality : South African

Ethnicity and Gender : African, Female

Languages : English / Sepedi/Tswana / Zulu

Area of Residence : Diepsloot, Johannesburg

Driver's License : N/A

Own transport : Makes use of a reliable lift club

Notice period : 1 Calendar month

EDUCATION

School	:	Leap Science & Maths School
Date completed	:	2016
Qualification	:	Matric
Institution	:	University of Pretoria
Date completed	:	2020
Qualification	:	B Com Degree in Financial Science
Computer Literacy	:	Microsoft Office (Word, Excel, PowerPoint, Outlook) Sage, AS400, POL360, XDS, SAFPS and FSCA

EMPLOYMENT HISTORY

Company	:	1Life Insurance
Type of Industry	:	Financial services / life insurance industry, provides services to financial advisers / brokers and it handles the distribution channel
Dates of Employment	:	August 2021– Present
Position	:	<ol style="list-style-type: none">1. Operations Consultant (August 2021 to January 2023)2. Commissions Administrator (February 2023 to July 2023)3. Operations Consultant (August 2023 to June 2025)4. Commissions Administrator (July 2025 to Present)

Duties

Commissions Administrator (July 2025 to Present)

Life & Wealth

- Recording new sales on statements & Commission schedule
- Calculating commission due per risk on policies & retentions
- Calculating Reinstatements and clawbacks using relevant scales
- Calculating due/clawback on premium changes
- Calculating annual increases
- Updating statements and recording transactions per policy on the commission schedule

- Assisting with commission queries
- Weekly & Daily commission file to identify policies due for commission manually
- reconciling daily bank statements against commission payments
- process manual commission payments
- Invoicing and month-end statements
- Distribute the total fees and commission in suspense for Financial Planning Partners who have left the company
- Work on AS400, Excel, Sage X3 and POL360
- Debt Management

Emerging Market

- Verify commission calculations on files received
- Send feedback regarding any discrepancies
- Filter brokers to be paid as per checks from Ops team
- Load commission file on system
- Sending out statements
- Assisting with commission queries
- Debt Management

Operations Consultant (August 2021 to June 2025)

- Implementing changes to processes and procedures to improve efficiency and effectiveness
- Agent, broker, and call Centre checks (FSCA)
- New broker vetting, drafting contracts and addendums
- Vetting all agent code requests before creating codes
- Audits for SASSA policies
- Invoice workings & capturing
- Risk analysis: Gathering, analysing and presenting data and finding to management with suggestions on how to prevent such occurrences in future
- Provide support to Broker consultants
- Manage workflow, asking for assistance when needed to ensure completion of tasks within set SLAs
- Provide training and support to colleagues on new operational procedures and systems

Commissions Administrator (February 2023 to July 2023)

Life & Wealth

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Reason for leaving : Looking for a change of environment

From March 2021 to July 2021, worked at Edgefield Marketing as a TymeBank Ambassador.

From July 2018 to March 2021, worked as a general committee member and did volunteer work for Student Sports Committee & Reach out And Give Committee while also studying for a degree; completed in 2020.

From 2017 to 2020, studying for a B Com Financial Science degree.