

DITSHEGO VINCENT KOKO

PROFESSIONAL SUMMARY

Ditshego Vincent Koko is an **Aspiring Credit Control Manager and or a Senior Debtors Clerk holding his National Diploma in Legal Assistance** from the Tshwane University of Technology. Ditshego further **have more than FIVE (5) years' experience** working as a **Debtor Clerk, Credit Controller and a Paralegal**. Ditshego always believes that his hands-on experience coupled with the growing knowledge he gained during his studies and during field work prepared him to make a solid contribution in any **Credit and Debt Management related field. With a solid foundation in Debt Management**, Ditshego is always prepared to put his knowledge and abilities to deliver the best results in everything that he does, while gaining immeasurable experience and skills to advance in his career pursuit. Ditshego is a self-motivated, goal orientated, driven and an individual who believes in lifting and empowering others through the knowledge he has acquired, and experiences gained overtime.

PERSONAL DETAILS

Contact	:	079 916 4881
E-mail address	:	ditshego37@gmail.com
Location	:	Tembisa, Gauteng
Nationality	:	South African
EE	:	Black Male
License	:	C1

CORE COMPETENCIES

- **Competent in Microsoft Word, PowerPoint, Excel, SAP, and Pastel.**
- Good understanding of applicable laws, standards, and specifications.
- **Ability to reflect on one's own work as well as the wider consequences of financial decisions.**
- **Business Acumen and interest.**
- **High levels of accuracy by keeping attention to detail and correctness.**
- **Financial Accounting and Mathematical Proficiency.**
- **Always maintain a proactive approach in the working environment for ease in taking ownership and accountability.**
- **Excellent financial reporting skills.**
- **Reconciliation skills.**
- **Collections skills.**
- Research and Run-Data analysis skills and good in promoting participation for projects.
- Ability to accurately track inventory and compile reports.
- Highly motivated, energetic, Sound judgement and good reasoning abilities.
- Good managerial and interpersonal skills and ability to work under pressure.
- Time management, Organizational and planning skills.
- **Great team player and can work well independently.**

EXPERIENCE

[Senior Debtor's Clerk]

[Stadio]

[April 2022– Present]

Duties Include:

- Ensuring integrity of accounting records by adherence to policies, procedures, and internal controls, as well as providing recommendations for improvement.
- Communication with customers (students, corporate clients) and other stakeholders within the organization.
- Preparation and processing of invoices and accounts receivable statements for student and corporate clients.
- Analysis and reporting on key accounts receivable metrics to campus and head office leadership.
- Collection from overdue customers (students, corporate clients) including directly contacting customers with outstanding accounts and maintenance of all correspondence.
- Maintaining debit order collection mandate, including variations during the year.
- Supporting the Campus Accountant with campus financial data and information as may be required to support the preparation of the Stadio reporting packs at interim and year-end in line with required timelines.
- Supporting the Campus Accountant with campus financial data and information as may be required to support the interim and year end statutory audit processes.
- Supporting the Campus Accountant with campus financial data and information as may be required to support the development of annual budgets for the campus.

[Credit Controller]

[Tersia King Learning Academy]

[January 2018– March 2022]

Duties Include:

- Followed up on overdue invoices by telephone and email and ensured that debts are collected in a timely manner in accordance with the agreed process.
- Held regular meetings with finance manager and partners to ensure all relevant debts are chased as necessary.
- Ensured accurate allocation of cash receipts and transfer of client funds to outstanding invoices.
- Dealt with invoice and payment related queries from partners, clients, case handlers, and other members of the finance department.
- Prepared statements of account as required.
- Provided detailed account reconciliations and ad-hoc debtor reports as required.
- Reviewed the client fund balances on an on-going basis in conjunction with the partners and case handlers to ensure that they are handled in a compliant manner.
- Worked closely with the billing team and credit control colleagues to provide a high level of service to internal and external clients.
- Provided regular progress reports on targeted debts and client fund balance.
- Arranged for debt repayment or establish repayment schedules, based on customers' financial situations.

[Paralegal]

[Lawyers for the People]

[June 2016– July 2017]

Duties Include:

- Operated as the first point of contact, greeted visitors, and answer all incoming calls in a professional manner.
- Performed a variety of administrative tasks such as filing and maintaining records, copying documents and scheduling appointments.
- Facilitated incoming and outgoing mail, deliveries, faxes, and other communications.

- Assisted bookkeeper with accounts payable.
- Composed and distributed inter-departmental memorandums (e-mail, documentary), ensuring timely delivery while maintaining confidentiality.
- Performed file management for incoming and outgoing clients, as well as in-house administrative files.
- Ensured legal documents were processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines.
- Daily use of computers and various software applications for a variety of administrative functions.

EDUCATION

Institution : Tshwane University of Technology
Qualification : **National Diploma in Legal Assistance**
Status : **Completed**

CERTIFICATES

- End User Computing Skills - PC Training & Business College, 2012.
- Tools for Effective Telephone Collections - Corporate Rebels, 2020.
- Generating Business Ideas – NYDA, 2018.
- Intro to Business Management and Leadership- SACAP 2023.
- Programme in Credit Management- In Progress- UNISA, 2023

ACHIEVEMENTS

- Reduced client debtor's days of arrears from 90 plus days to 30 days.
- Trained and managed 2 credit controllers provide training on negotiations skills.
- Recovered aged debts from over 30 clients by tailored repayments plans which in turn improved company cash flow.

GOALS

- **To achieving my set goals and keeping myself dynamic in the changing scenario to become a Credit Control Manager and or a Senior Debtors Clerk.**
- To become an excellent **Consumer Debt Specialist** taking up challenging works in the Industrial structure with creative and diversified Projects and to be part of a Constructive and fast-Growing World.
- To make a position for myself in the competitive corporate world and contribute to achieving the goals on both professional and personal level.
- **To work in an environment that challenges me to improve and constantly thrive for perfection in all the tasks allotted to me so that I can be able to showcase my Credit and Debt Management skills.**

VOLUNTEER WORK

During the 2020 Covid-19 lockdown period: (In my spare time)

- I volunteered to assist by tutoring grade 12 learners in my local high school.
- I was empowering other students from university as well by volunteering and tutoring them thus adding value and quality to the community and education development.
- I was assisting in screening people in my community and asking them questions for possible Covid-19 symptoms.

HOBBIES AND INTEREST

- I enjoy being involved in community outreach, cultivation projects that afford me the opportunity to make an impact on society. I enjoy going on a new outdoor adventure as well as fitness training, I also take joy in forming part of the

preparations team at my church which has taught me a lot on what it takes to coordinate and organize events and gatherings.

REFERENCES

- Available upon request