

YVES SHOSHO KALAMBAY

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Languages: English (Fluent), French (Fluent)

PROFESSIONAL SUMMARY

Bilingual Financial Information Systems graduate with 3+ years of progressive experience in financial administration, internal audit support, logistics, and office coordination. Proven ability to analyze financial data, support audit procedures, and enhance operational processes. Strong communicator in both English and French with a sharp eye for compliance, attention to detail, and cross-functional collaboration.

EDUCATION

Tshwane University of Technology – South Africa

- BTech in Financial Information Systems – 2021
- National Diploma – 2018
- National Higher Certificate – 2015

College Mgr. Bresillac – DRC

- Matric Equivalent – 2011
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WORK EXPERIENCE

Bureautech Engineering (Pty) Ltd – Johannesburg

Financial Director & Administrator

Jan 2023 – Present

- Manage and respond to high volumes of internal and external email communication.
- Prepare and maintain financial records, including journal entries and reconciliations.
- Generate monthly management accounts and board reports with variance analysis.
- Coordinate meetings and compile agendas and financial summaries.
- Ensure accurate document storage and alignment with company policies and IFRS.
- Support audit preparations, including solvency assessments and documentation.

Core Webber (Pty) Ltd – Johannesburg

Internal Audit Control Assistant

Feb 2022 – Dec 2022

- Conducted internal audit procedures and supported risk assessment efforts.
- Provided recommendations to management based on audit findings.
- Assisted in preparing financial statements and compliance documentation.
- Supported day-to-day office administrative tasks.

VM Global Solutions (Pty) Ltd – Johannesburg

Administrative & Logistics Officer

Oct 2020 – Jan 2022

- Coordinated procurement, delivery scheduling, and logistics documentation.
- Maintained supplier and cost records for audit and reconciliation.
- Assisted with office management and administrative support.

Tshwane University of Technology – International Office

Administrative Assistant (Seasonal)

Jan 2015 – Mar 2015 | Jan 2016 – Mar 2016 | Jan 2018 – Mar 2018

- Managed student records and responded to documentation queries.
- Supported data entry, filing, and compliance for international student processing.
- Collaborated with senior administrators on departmental coordination.

LEADERSHIP & ENGAGEMENT

- Deputy Chairperson – International Student Organization (2017)
 - Secretary – International Student Organization (2016)
 - Treasurer – International Student Organization (2015)
 - Chief Student Leader – High School
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SKILLS & COMPETENCIES

- Internal Audit Assistance & Financial Controls
- Financial Reporting & Analysis
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Administrative Operations & Recordkeeping
- Internal Audit Standards
- Bilingual Communication: English & French
- Problem Solving & Critical Thinking
- Team Leadership & Interdepartmental Collaboration
- Knowledge of financial regulations and compliance

REFERENCES

(Available upon request)