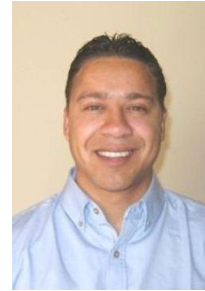


# CURRICULUM VITAE – DUKE (DUGALD) CLOETE

## PERSONAL DETAILS

**Full Name:** Dugald Lionel Cloete  
**Call Name:** Duke  
**Residential Address:** 69 Helshoogte Road  
 Stellenbosch  
 South Africa  
 7600  
**Date Of Birth:** 22 February 1978  
**Cellular Phone:** +27 82 256 4056  
**E-mail Address:** [Duke411@gmail.com](mailto:Duke411@gmail.com)  
**Driver's License:** Code EB (Unendorsed)



**Motivation:** I am a highly motivated and driven individual, capable of working successfully in any environment. I am a willing learner, while also capable of exercising initiative when required. My proficiency in English and Afrikaans allows for excellent communication.

I have been self-employed since June 2009, using the time to pursue post-graduate studies and providing financial advisory services geared towards businesses.

Responsibility is always welcome. My experience and determination have provided me with the ability to draw the most from and make a success of any opportunity.

## EMPLOYMENT INFORMATION

**Previous Position:** Article Clerk . Gobodo Chartered Accountants  
**Period:** April 2008 to May 2009  
**Outputs:**

- Performance of audit duties (substantive procedures, assurance assessments, testing of controls and compliance)
- Financial reporting and risk analysis
- Process analysis and advisory services
- Extensive client and third party liaison

**Position Before Last:** Business Manager . Nedbank Business Banking (Winelands)  
**Period:** November 2006 to March 2008  
**Outputs:**

- Manage and expand client relationship through in-depth knowledge of client's business and industry
- Pro-actively identify client needs and develop appropriate solutions
- Negotiate and conclude optimum pricing and finance solutions
- Ongoing risk monitoring, assessment and management
- Sales administration (activity and call reports, sales reporting, client administration, budgeting and forecasting)
- Compliance management in accordance with Basel II, FAIS, FICA and NCA

**Experience:**

- Services Manager, Nedbank Business Banking . March 2006 to November 2006
- Manager's Assistant, Nedbank Business Banking . October 2004 to February 2006
- Group Accounts Clerk, Old Mutual . May 2004 to September 2004
- Presenter and Events MC, MFM 92.6 Stellenbosch Community Radio . June 2003 to January 2007
- Debtors Clerk, MSP Sizwe Medical Aid . April 2001 to January 2002
- Wine Tasting- and Cellar Tour Guide, Neethlingshof & Uitsyde Wine Estates (LUSAN Wines) . December 1998 to March 2001

<b>References:</b>	<ol style="list-style-type: none"> <li>1. Michael Ian Fellaria GEPIK Foreign English Teacher Representative Ha-il Elementary School, Gwangmyeong, South Korea Tel: +1 334 477 3037 (USA) Tel: +82 010 5769 5426 (South Korea)</li>   <li>2. Richard Rhoda [CA(SA)] Director Gobodo Chartered Accountants Tel: +27 21 910 4428 (South Africa)</li>   <li>3. Dominic van der Heever Acting Municipal Manager Overberg District Municipality Tel: +27 73 529 8080 (South Africa)</li> </ol>
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FORMAL EDUCATION	
<b>Tertiary Education</b>	
<b>Institute Attended:</b>	University of Stellenbosch
<b>Period:</b>	1996-2000, 2003
<b>Degree:</b>	B. Comm. (Financial Accounting)
<b>Majors:</b>	Financial Accounting                      Management Accounting Auditing    Corporate Law Law of Taxation
<b>Institute Attended:</b> IT Business Campus	
<b>Period:</b>	2002
<b>Courses:</b>	A+ Systems Technician                      N+ Network Administration Visual Basic 6 Introductory                      Internet Explorer I-Net+ (Internet & WAN Administration)                      MS Office (Outlook, Word, Excel, PowerPoint, Access)
<b>Secondary Education</b>	
<b>Schools attended:</b>	Paul Roos Gymnasium (April 1993 to 1995) Rondebosch BoysqHigh School (1991 to March 1993)
<b>Highest Grade Passed:</b>	Grade 12 (B Aggregate)

COMPETENCIES
<p><b>Personal Style and Values:</b> The ability to be proactive and seize opportunities. Effective adaptation of approach to cope with and accommodate change. Maintain and control composure within stressful environments, whether working individually or in a group. Facilitation of learning and growth of others through regular sharing of knowledge, while being receptive to feedback from and knowledge of others to realise personal growth.</p> <p><b>Human Dynamics:</b> Applying logical and lateral thinking to identify and interpret relevant information. The ability to correctly perceive and notice details. Decisive, by way of making rational, realistically sound decisions, render judgment, and take action based on the consideration of all facts and alternatives available.</p> <p><b>Technical Competencies:</b> The capacity to analyse the impact of financial principles and processes on organisations and industries. Competence in information technology (e.g. use of spreadsheets, word processing, electronic communication, understanding of the important role of IT within society as a whole). The ability to present ideas clearly and in an informed manner to individuals or groups. Natural aptitude for facts and figures.</p>