

CURRICULUM VITAE

OF

YVETTE JANSE VAN RENSBURG

Personal Details

First Name:	Yvette
Surname:	Janse van Rensburg
Gender:	Female
Nationality:	South African
Cell no:	(+27) 72 480 8428
Landline:	(+27) 11 269 1549
E-mail address:	jansevanrensburgy@forbes.co.za
Home Language:	Afrikaans
Other Language:	English
Proficiency:	Good Afrikaans and English
Criminal Offence:	None
Hobbies and interests:	Cycling, Running, Reading, photography and any Outdoor activities

Capabilities

Leadership

- Attained and exercised leadership skills in the following positions:
 - Student Representative Council (2000, 2002)
 - Prefect (2002, 2003)
 - Captain of Swimming team (2003)
 - Nominated for Alexander Forbes Junior board (2014) – Made the top 30 shortlist of 235 nominees
 - Member of the Alexander Forbes Junior board (April 2015 – March 2017)
 - Member of the Alexander Forbes Woman Forum (March 2016 – Current)
 - Change Management Owner (Leader) on the ERM Epicor Project (June 2016 – current)
 - Member of the Association of Certified Fraud Examiners Regional Committee – Pretoria (February 2017 to current)

Membership

- Member of the Institute of Internal Auditors
- Member of the Association of Certified Fraud Examiners
- Member of the Association of Certified Fraud Examiners South African Chapter

Academic

- Award School colors for Academic achievements
- Top 10 – 1999, 2000, 2001
- Silver Medal for Poetry - 2002

Personal

- Displaying control and flexibility in complex or stressful situations.
- Setting high, but achievable standards of performance for others and myself.
- Demonstrating a positive energetic outlook, maintaining a “can do” attitude in the face of obstacles.
- Displaying initiative and independence.
- Work well on own or as part of a team.
- Learning from experience and improving skills through courses, self-study and dedication.

Educational History

1. Institution: Association of Certified Fraud Examiners
Credential: Certified Fraud Examiner (CFE)
2. Institution: FASSET
Credential: Advanced Certificate: Fraud Examination (NQF level 7)
3. Institution: Institute of Internal Auditors (South Africa)
Credential: Internal Audit Technician (IAT) (NQF level 7)
4. Institution: Institute of Internal Auditors (South Africa)
Credential: Professional Internal Auditor (PIA) (NQF level 8)

5. Institution: University of Pretoria
 Field of Study: BCom Internal auditing
 Period: 2005 – 2008
 Graduation: Graduate
6. Other Courses and Certificates:
 Course: Front Desk
 Institution: ABSA Bank
 Course: Help Desk
 Institution: Coltech Computer Training
 Course: Interviewing and People Skills for Fraud Examiners and Auditors
 Institution: University of Pretoria
7. School Attended: Akasia H/S
 Highest Standard: Matric
 Subjects: English(HG), Afrikaans(HG), Mathematics(HG), Science(HG),
 Accounting(HG), Computer Typing(SG)
8. Achievements: Student Representative Council, Prefect, Captain of Swimming Team
9. Computer Literacy: MS Word, MS Excel, Pastel, Internet, Teammate, ACL

Career Experience

1. Name of Company: ABSA Bank – Lynwood Ridge
 Line of Business: Banking
 Designation: Enquiries
 Period: May 2005 – June 2006
 Responsibilities: Dealt with enquiries from clients in a professional and friendly manner.
 Reference: Mrs. T Kellet
 Contact details: (+27) 83 255 0064
2. Name of Company: ABSA Bank – Pretoria North
 Line of Business: Banking
 Designation: Enquiries
 Period: July 2006 – Nov 2008
 Responsibilities: Deal with enquiries from clients in a professional and friendly manner.
 Reference: Mrs. M De Klerk
 Contact details: (+27) 12 521 – 8600
3. Name of Company: Coltech Computer Training
 Line of Business: Computer Training
 Designation: Helpdesk
 Period: Feb 2008 to Feb 2009
 Responsibilities: Writing SQL Crystal Reports and dealing with enquiries from clients in a professional and creative manner.
 Reference: Mr. Japie Roos
 Contact details: (+27) 12 377 – 2682

4. Name of Company: Desto Pty Ltd
Line of Business: Educational Training
Designation: Project Manager
Period: March 2009 to April 2010
Responsibilities: Managing Databases and Filing, Recon and cash flow, Payments of salaries, Finance in a professional and creative manner, buying of stationary and refreshments, petty Cash Management, co-ordinating and effectively manage all relevant projects, Interact with SETA to get Invoices paid and students certified and trained admin staff on all premisses.
Reference: Mr. Freddie Orsmond
Contact details: (+27) 82 575 3289

5. Name of Company: Alexander Forbes Administration Services (Pty) Ltd
Line of Business: Administration Services
Designation: Administrator
Period: April 2010 to August 2012
Responsibilities: All administration, Reporting, Audit and quality assurance duties and answering all queries of my clients in a professional and creative manner. I work on Retirement Fund, Pension Funds and Provident Fund.
Reference: Mrs. Adela Walsh
Contact details: (+27) 12 452 7116

6. Name of Company: Alexander Forbes Administration Services (Pty) Ltd
Line of Business: Operations & Administration
Designation: Accountant
Period: August 2012 to February 2013
Responsibilities: Admin fee, Bank Reconciliation, Trustee Cash flow, Investment Reconciliation, Script Reconciliation, SARB Reporting, Reinsurances, Regulation 28 Reporting. Financial Year Ends
Reference: Mrs. Lezanne van der Merwe
Contact details: (+27) 21 401 9447

7. Name of Company: Alexander Forbes Financial Services Holdings (Pty) Ltd
Line of Business: Operations Risk
Designation: Forensic Auditor
Period: 1 March 2013 to 31 March 2015
Responsibilities: Investigating Fraud cases, Performing fraud risk assessments to identify fraud risks in company, Writing of all Fraud related reports, Managing and investigating High Risk Issues within company, Root cause analysis on system and procedures, Evaluating and developing fraud prevention and detection strategies, Internal Audits, opening police cases, interview suspects and witnesses, disciplinary action preparation and assistance, signing off high value claims, attending the RISCO meetings, Walk-through audits, recommendation on controls to prevent fraud, Monthly fraud and POPI training, Signing off all procedure changes and provide input where necessary, Helping out and leading the Financial Services internal audit team with Internal audits.
Reference: Mr M Dokakis
Contact details: (+27) 11 269 2138

8. Name of Company: Alexander Forbes Group Services (Pty) Ltd
Line of Business: Group Internal Audit
Designation: Internal Auditor
Period: 1 April 2015 to Current
Responsibilities: To conduct, and control audit activities on assigned projects to meet project objectives. Engage with the client by holding an opening meeting and identify further risks, concerns and business needs. Agree with the client on the scope and objectives of the project which is to be included in the planning of the project. Identify all the risks related to the project in a risk matrix and determine appropriate testing to be performed. Lead the programme of the work ensuring that established deadlines and budgeted hours on each project are met. Effective utilization of TeamTec (Timesheet facility). Ensure that audit work is in compliance with the GIA standards and International Standards for Professional Practice of Internal Auditing. Develop, execute and review work programmes. Compile Audit Reports and Communicate the Results. Attend RISCO Committee meetings within various divisions of the Company to keep up to date with Risk within in the business and give advice where needed. Assist the Group Internal Audit with fraud cases and forensic investigations.

Reference: Mr Marius Viviers
Contact details: (+27) 11 269 1409

9. Name of Company: Alexander Forbes Group Services (Pty) Ltd
Line of Business: Group Forensics
Designation: Acting Forensic Auditor
Period: 1 November 2016 to 30 June 2017
Responsibilities: Investigating Fraud cases, Performing fraud risk assessments to identify fraud risks in company, Writing of all Fraud related reports, Managing and investigating High Risk Issues within company, Root cause analysis on system and procedures, Evaluating and developing fraud prevention and detection strategies, Internal Audits, opening police cases, interview suspects and witnesses, disciplinary action preparation and assistance, signing off high value claims, attending the RISCO meetings, Walk-through audits, recommendation on controls to prevent fraud, Monthly fraud and POPI training, Signing off all procedure changes and provide input where necessary, Helping out and leading the Financial Services internal audit team with Internal audits.

Reference: Miss Cindy Naidoo
Contact details: (+27) 11 269 0850

10. Name of Company: Alexander Forbes Group Services (Pty) Ltd
Line of Business: Future Leaders Programme
Designation: Executive Assistant
Period: 1 July 2017 to Current
Responsibilities: Prepare and edit correspondence, communications, presentations and other documents - design and maintain databases

Produces information and insights by researching, collating and analyzing information data and graphics.

Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating telecommunications.

Represents the executive by attending meetings in the executive's absence; speaking for the executive.

Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.

Maintains customer confidence and protects operations by keeping information confidential.

Completes projects by assigning work to clerical staff; following up on results.

Conduct research, collect and analyse data to prepare reports and documents

Liaise with internal staff at all levels

Interact with external clients

Co-ordinate project-based work

Review operating practices and implement improvements where necessary

Supervise, coach and train lower level staff

Reference:
Contact details:

Mr. Johan Oosthuizen
(+27) 83 274 8024