

CURRICULUM VITAE OF SUMAIYAH SYLVAN

PERSONAL DETAILS

Full Name	Sumaiyah Sylvan	Cell Number	065 800 5786
ID Number	9508 1000 76085	Alternative Number	082 872 5273
Nationality	South African	Residential Address	6498 Magnetite Street, Rosslyn Gardens, Akasia, Pretoria, 0182
Race	Coloured	E-mail address	sumaiyah.sylvan@gmail.com
Gender	Female	Home Language	English
Licence	Code B	Other Language/s	Afrikaans / isiZulu

PROFESSIONAL MEMBERSHIPS

Institution : Institute of Internal Auditors (IIA) SA
Membership Number : 58280638
Date of Membership : 2019-06-01

KNOWLEDGE, SKILLS AND ATTRIBUTES

Knowledge, Skills and Competences: Public Finance Management Act (PFMA), South African Police Service Act, Treasury Regulations, Generally Recognized Accounting Practices (GRAP)
Generally Accepted Accounting Principles (GAAP)
International Standards for the Professional Practice of Internal Audit
IIA Code of Ethics and King IV Report
Ethics and Risk Management
Batho Pele Principles

Personal Profile: Goal-oriented and results driven, organized and detail-directed problem solver who uses available resources effectively, works well as an individual and also in a team. I welcome challenges, I am a good communicator, flexible and can work under pressure. My flexibility and multi-functionality enables me to easily adapt to any working environment.

Attributes: Report writing, Communication skills (verbal, written and graphic), Listening skills, Research skills, Time Management, Analytical thinking ability

Computer Literacy: Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher, Access), Sage Pastel

EDUCATIONAL QUALIFICATIONS

QUALIFICATION	INSTITUTION	DURATION
National Diploma: Accounting (NQF 6)	Durban University of Technology	2015 -2017
Grade 12	Ihsaan Girls' College	2014

EMPLOYMENT HISTORY

COMPANY NAME	Intercape
JOB TITLE	Junior Internal Auditor
DURATION	03 April 2023 – Current
DUTIES	<ul style="list-style-type: none">• Performing Internal Audits as allocated, according to internal policy and best practices• Assist in planning and performing Compliance and Assurance related audits• Compiling of audit findings and collating relevant working papers• Recommending actions emerging from audits based on schedule of findings collected and dealing with queries emerging from audits according to relevant policies and procedures• Preparing reports on audit findings for submission• Compiling an indexed and referenced audit file for each audit conducted• Providing advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems• Contribute to raising awareness of the internal Audit business unit by engaging with stakeholders• Contribute to the development of the strategic internal audit plans• Assisting in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan• Follow up on implementation of Compliance and Assurance audit recommendations

COMPANY NAME	Stryker
JOB TITLE	Intern Administrator
DURATION	09 November 2020 – 01 November 2021
DUTIES	<ul style="list-style-type: none"> • Administering the procurement of goods and services • Ensuring proper administration of sourcing and evaluation of quotations and facilitate supply chain management services • Capturing of goods and services on the system • Rendering general office support and financial management services • Documenting and communicating procedures for accessing and shifting of funds. • Coordinating budget, audit and financial functions • Preparing, recording, documenting, and reporting discrepancies • Control over safekeeping, utilisation and maintenance of all assets and managing outgoing assets • Allocating equipment to staff members • Attending to queries from Internal Audit

COMPANY NAME	South African Police Service
JOB TITLE	Trainee Internal Auditor
DURATION	19 February 2018 – 17 February 2020
DUTIES	<ul style="list-style-type: none"> • Participation in the development and allocation of planning documents (Agenda, compiling of team briefing / debriefing minutes, opening conference minutes) • Obtaining background information / preliminary survey as per the project • Executing of audit working papers as per audit programme • Preparing and updating of manual audit files according to Teammate • Compiling of audit programme • Providing input in conducting risk assessments • Conducting audit steps and procedures • Compiling audit findings and preparing exception reports as well as possible areas of improvement / recommendations • Documenting of draft management points • Discussing draft management points with process owner • Conducting annual internal quality review assessments • Manage physical and logistical resources • Making logistical arrangements (bookings and requesting quotations for accommodation for the team, applying for financial authorities and requests for advances) • Preparing of monthly time sheets • Compiling of implementation schedule of follow up audits • Conducting follow up audits

REFERENCES

COMPANY NAME	REFEREE	TITLE	CONTACT DETAILS	EMAIL ADDRESS
Intercape	Pieter Deyzel	Internal Auditor Manager	083 754 8082	pieter.deyzel@intercape.co.za
Intercape	Anel Naude	Senior Internal Auditor	076 259 3081	anelnaude81@gmail.com
South African Police Service	Musawenkosi Memela	Assistant Director: SAPS Internal Audit	082 776 4281 083 540 0399 031 310 6371	Memelamusawenkosi@saps.gov.za
South African Police Service	Senzo Dube	Assistant Director: SAPS Internal Audit	082 776 4286 072 017 5255 031 310 6366	DubeSenzo@saps.gov.za
South African Police Service	Linda Danca	Senior Internal Auditor: SAPS Internal Audit	083 237 8009 068 399 2158 031 310 6369	DancaL@saps.gov.za
Stryker	Zamo Mthombeni	Senior: Kit Room Administrator	079 381 8824	zamo.mthombeni@stryker@stryker.com