

KAIZER PAPI TLADI

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ABOUT ME

I hold an LLB, obtained through UNISA in 2020 and completed certificate at school for Legal Practice (LEAD) 2021. Currently registered for LLM. I wrote and passed two board exam Estate and Bookkeeping. I have 18 years' experience in the banking and financial industry combine include experience as ATM Solutions coordinator which required me to, monitoring, replenishment of ATMs, liaisons with external and internal stakeholder and technical support. I have extensive expertise as a Teller supervisor and Branch Team Leader.

I am a dynamic and motivated individual who can work effectively with a wide range of people and am exceptionally passionate about the law and banking. As a recent law graduate, I am excited to put my theoretical knowledge into practice or risk compliance and governance at any organization.

SKILLS AND ABILITIES

- Batho Pele Principles
- Microsoft Suite
- Reconciliation
- Business Continuity Management
- Office administration

EDUCATION

2023	LLM (Master of Laws)	UNISA
2021	PLT	School for Legal Practice (LEAD) Pretoria
2020	Bachelor of Laws Degree	UNISA
2002	Marseta Certificates: Practical and Theory (Motor Mechanic)	Johannesburg Central College
2000	Cost and Business Accounting <i>*Incomplete</i>	UNISA
1999	Matric	Radikgomo Secondary School

EXPERIENCE

Feb 2015 - Current

Operational Coordinator

ATM Solutions

- Improve and maintain uptime levels of our ATM
- Manage cash efficiently
- Accurate reporting of feedback and updates
- Maintain risk awareness
- Provide monitoring and resolution of service
- Co-manage vendor relationships
- Review operating costs and monthly operational expenses
- Work with cash management vendor and branches to forecast ATM cash needs to ensure optimal terminal performance and up time

- Support branch cash management related issues/training needs
- Order and manage cash for off-sites ATMs
- Review and analyse activity and usage to insure functionality and maximization of program
- Monitor and track ATM performance for uptimes and/or downtimes, proactively instituting proper review to identify basis for situation. Identifies proper resolution and initiate corrective action
- Research, analyses, and recommends enhancements to improve performance, or to troubleshoot operational or system problems
- Perform quarterly evaluation of ATM fleet cash ordering needs to ensure adequate cash levels

Nov 2013 – Sept 2014

Team Leader Corporate Banking

ABSA

- Opened and closed the branch as per laid down Absa policy and procedure
- Ensured productivity stats were monitored and passed to line manager
- Manged site expenditure and kept it within stipulated guidelines
- Conducted daily meetings with staff and resolved previous day issues and address teller performance
- Ensured that all high-speed equipment was in good working condition
- Communicated with cash in transit for pick up times and list of pick-up crews
- Ensured that client deposit shortage and surpluses were handled as per stipulated policy and procedure
- Escalated any matter of concern to regional operation
- Performed monthly cash count
- Handled all customer complaints
- Liaised with all internal and external stakeholders
- Supported line Manager with various thing whenever need rise
- Business Continuity Management
- Recognised and applauded good performers and encouraged teamwork

Apr 2010 – Nov 2013

Supervisor (Controller)

ABSA Cash Centre

Apr 2004 – Apr 2010

Bulk Teller/Custodian

ABSA Cash Centre

Feb 2003 – Mar 2004

Porter/Messenger and Cleaner

**Wits University Donald
Gordan Medical Centre**

OTHER INFORMATION

Date of birth

09 April 1980

Nationality

South African

Languages

English

Afrikaans

Sepedi

Zulu

Drivers

Code 10

Criminal Record

None

References

At your request (POPIA Act)