

Curriculum Vitae Curriculum Vitae

Bukeka Mahlangabeza
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A registered member of the South African Translator's Institute (SATI)

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PERSONAL DETAILS

Date of Birth : 26 May 1984
Identity Number : 840526 0419 08 3
Languages : English & Xhosa
Drivers License : C1 (Code 10)
Marital status : Married

TERTIARY EDUCATION QUALIFICATIONS

1. Name of Institution : Nelson Mandela Metropolitan University (NMMU)
Qualification completed : BCOM (UPEAP)
Year : 2002

2. Name of Institution : Nelson Mandela Metropolitan University (NMMU)
Qualification completed : Bachelors in Commerce - BCOM (Accounting)
Major Modules : Accounting, Auditing and Business Management
Year : 2003- 2006

3. Name of Institution : Nelson Mandela Metropolitan University
Qualification completed : Master's in Business Administration (MBA) (NMMU)
Modules : Project management, Financial Management Accounting
Year : 2011-2013

ACADEMIC QUALIFICATION AND OTHER QUALIFICATIONS

Last School Attended : Woolhope Senior Secondary
Highest Standard Passed : Standard 10 (Grade12)
Year : 2001

1. Name of Institution : Combined Systems Group
Course : BAUD (Bar coded Asset Audit)
Year : 2007

2. Name of the Programme : Bonani Work-readiness program for the Accounting Profession
Course : Rules for Professional Conduct, Communication Skills, Pastel, MS Word & MS Excel, Virtual Office Workplace Simulation

3. Name of the Programme : Translation Techniques Course (TTC)
Course : In-house training which includes translating, checking, proofreading, copy-editing, translating scripts for audio presentations, directing and acting in audio presentations, contributing to terminology lists, training new staff members and evaluating potential trainees.

WORK COMPETENCIES DEVELOPED

- Confidentiality, teamwork and initiative;
- Attention to detail and accuracy;
- Communication skills and writing skills;
- Assertiveness and leadership skills;
- Computer skills;
- Working under pressure and
- Problem analysis and problem-solving skills.

COMPUTER LITERACY

- Microsoft Windows 10;
- Onedrive;
- Google sheets;
- MateCat;
- SLD Trados 2019;
- MemoQ;
- Wordfast;
- XTM Editor;
- Translation Workspace;
- Gengo;
- Memsource;
- Smartling;
- Wordfast;
- Transifex;
- Video TMS;
- Microsoft Word;
- Microsoft Excel and
- Ms Outlook and
- Watchtower Translation System (WTS).

PRACTICAL WORKING EXPERIENCE (TRANSLATION)

1. Served as a full time non salaried member of a religious order supported by Watch Tower Bible and Tract Society of South Africa

Duration of service	:	25 September 2015- 31 December 2017
Position	:	Full time Translator (08:00am to 05:00pm daily)
Duties	:	Interpreting (English < > Xhosa)
	:	Translating life science material for the Awake Magazine
	:	Translating, tracks, songs, videos and brochures;
	:	Translating subtitles and captions;
	:	Performing proof reading on translated publications;
	:	Performing mechanical checking on all translated publications;
	:	Recording translated literature and videos;
	:	Assisting with digital publishing and
	:	Conducting field research on the use of the language.
Cat tool	:	Watchtower Translation System

2. **Translated S L R**

Duration of service : March 2019-Current
Position : Language Lead, Translation Tests evaluator and Translator
Duties : Evaluate translation test
: Leads and supports a team of about 15 translators
: Proofreading
: Translating emails and online text
: Making final decisions on terminology and language-specific rules
: Updates glossaries, style guide and other reference material

Cat tool : Matecat

3. **Babelos**

Duration of service : May 2019-Current
Position : Freelance translator
Duties : Translation and proofreading
Cat tool : Smartling, Trados and wordfast

4. **Stronmen**

Duration of service : May 2019-Current
Position : Freelance translator
Duties : Translation and proofreading legal content
Cat tool : Word document

5. **Juntos**

Duration of service : May 2019-Current
Position : Freelance translator
Duties : Translation, proofreading and reviewing financial material
Cat tool : Transifex

6. **The translation gate**

Duration of service : May 2019-Current
Position : Freelance translator
Duties : Translation and proofreading
Cat tool : Word document

7. **Brightlines**

Duration of service : May 2019-Current
Position : Freelance translator
Duties : Translation, proofreading and reviewing financial material
Cat tool : Word document

8. **Qualitymetric**

Duration of service : July 2019-Current
Position : Freelance translator and recruiter
Duties : Managing budget and the translator for the given project
: Translation, Back translation and proofreading medical material to Xhosa and Zulu
Cat tool : Word document

9. Tomedes - Smart Human Translation

Duration of service : August 2019-Current
Position : Freelance translator
Duties : Translation, Backtranslation, Transcribing and proofreading official and social material to Xhosa and Sotho
Cat tool : Word document

10. Afrolingo

Duration of service : August 2019-Current
Position : Freelance translator
Duties : Translation, proofreading social material
Cat tool : Gengo

11. Dotsub

Duration of service : August 2019-Current
Position : Freelance video translator
Duties : Translating and reviewing subtitles and captions
Cat tool : Video TMS

12. RWS Moravia

Duration of service : August 2019-Current
Position : Freelance translator
Cat tool : Memsource

13. Inte:prit

Duration of service : August 2019-Current
Position : Freelance translator
Duties : Translating and proofreading Information Technology content, general content and COVID-19 Pro bono work
Cat tool : Excel

14. Global Frontline

Duration of service : September 2019-Current
Position : Freelance translator as well as proofreading Business documents
Cat tool : Trados Studio 2019

15. ION Translations

Duration of service : 06 December 2019-Current
Position : Freelance Translator
Duties : Translating and proofreading medical content.
Cat tool : Microsoft word

16. A&L SIMONYAN Translations

Duration of service : December 2019-Current
Position : Freelance Translator
Duties : Translating and proofreading political content.
Cat tool : Microsoft word

PRACTICAL WORKING EXPERIENCE (ACCOUNTING)

1. Employer: Alpha Pharm (EC) (Pty) Ltd

Duration of service: 01 February 2014- 31 May 2015

Position: Financial Controller

Duties

- : Processing and of transactional information with respect to Bank Reconciliations and Loan Accounts;
- : Reconciling accounts, checking balances, verifying deposits and bank charges;
- : Capturing long outstanding reconciling items, reconciling creditors liability report, preparing of journal entries, and processing payments;
- : Processing journal entries and approved adjustments, verifying details and preparing bank account transfers/re-imburements;
- : Clerical accounting procedures – posting of cash receipts, expenses or other transactions to journals/ledgers, verifying accuracy, balancing daily cash summaries, reconciling creditor's Liability
- : Report, preparing journal vouchers to rectify discrepancies, balancing loan account and submitting spreadsheets for verification;
- : Supervision of stock taking;
- : Maintaining and accessing records of transactional processes, related documentation, instruction and correspondence to ensure source documents and related updated information are accessible.

2. Employer: Justletting (Pty) Ltd

Duration of service: 01 October 2012 – 31 January 2014

Position: Accounts Administrator

Duties

- : Performing monthly control accounts reconciliations;
- : Following up and resolve non payments;
- : Sending invoices;
- : Processing accounts receivables;
- : Producing monthly reports accounts for strategic management;
- : Compiling monthly client's debtors and other receivable reports;
- : Performing payments;
- : Resolving email and telephonic enquiries;
- : Performing bank transfers;
- : Analysing and run VAT reports;
- : Creating and maintaining accounts receivables for sundry debtors;
- : Re-allocated revenue to correct entities and landlords;
- : Performing adhoc tasks as assigned for by the branch manager and
- : Ensuring audit compliance.

3. Employer: Guarantee Trust & Grant Thornton Accountants

Duration of service: 01 March 2012 - 30 September 2012

Position: Trainee Accountant

Duties:

- : Opening 5 sets of accounts
- : Creating general ledger, on pastel;
- : Processing debtors & creditors on pastel;
- : Reconciling Bank accounts;

- : Preparing trial balances;
- : Processing and submitting VAT returns;
- : Preparing Salaries and wages Register;
- : Preparing IRP5, IT3 Tax Certificates and EMP501 returns;
- : Reconciling customer & suppliers account;
- : Preparing and submitting a VAT Application form;
- : Working according to daily targets;
- : Preparing Annual VAT reconciliation;
- : Preparing Fixed Assets Register;
- : Calculating depreciation;
- : Compiling income statement;
- : Compiling the balance sheet for audit purposes;
- : Compiling working papers at year end and
- : Data capturing and processing books of prime entry (12 months) posting to the GL (manually 6 months).

4. Employer: Nelson Mandela Bay Municipality

Duration of service: 2011/03/01 – 2012/02/29 and 2007/01/01 – 2008/06/30

Position: Asset Controller

Duties:

- : Providing procurement services;
- : Administering asset acquisition;
- : Rendering support to all other directorates within the Municipality regarding asset management;
- : Managing Municipality asset using BAUD system;
- : Resolving all assets related queries timeously;
- : Conducting physical asset verification;
- : Managing stock of bar codes;
- : Compiling monthly asset reconciliation and
- : Conducting asset disposal.

5. Employer: First National Bank

Duration of service: 2008 /07/ 01 - 2010/ 03/ 12

Position: Premier Banker

Duties:

- : Securing new business, and premier banking clients;
- : Proactively engaging clients to discuss their financial needs;
- : Performing an assessment of client needs for banking products, financial planning and estate planning;
- : Generating lead referrals;
- : Managing a portfolio of business clients
- : Managing high risk customer accounts;
- : Managing clients' credit risks;
- : Administering credit applications;
- : Deliberating on credit reports;
- : Administering the release of security documentation and
- : Conducting a monthly analysis of the profitability of the portfolio of clients.

REFERENCES (TRANSLATION)

1. Mr Lukhanyo Sifo –Translation Coordinator

Tel : 011 761 1453
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2. Mr. Novel Moroe - Supervisor at Translation Office of the Watch Tower Bible and Tract Society of South Africa

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3. Ms Carla Tocco-Project Manager

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9. Karla - Tomedes - Smart Human Translation

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10. Sally Sami - Senior Project Manager at Afrolingo

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11. Ms Mercedes Figueroa - Talent Recruiter Dotsub

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12. Mr Antonin Daniel | Vendor Relations Manager Junior | RWS Moravia

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13. Devon Bezeidenhout- Managing Director at Inte:prit

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14. Alexa Chhay - Translations Project Manager, Patient Insights

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15. Aliaa Mohamed - Talent Specialist at Global Frontline

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17. Daniele Coccozza - Senior Project Manager at Translated S. L. R

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18. Cathy Guevara- Translation Project Manager at ION Translations

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19. Arman Simonyan- Translation Project Manager at ION Translations

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REFERENCES (ACCOUNTING)

1. Ms Natalie Ranchod – Financial Manager (Alpha Pharm)

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2. Ms Mandy Young – Branch Manager (Justletting)

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3. Mrs Stephani Betts – Professional Accountant (BCA Accountants)

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4. Mrs Thembisa Nompandana - Asset management Director (Nelson Mandela Metropolitan Municipality)

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