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Position Applied For:

FORMTEXT Enter Position Here

Candidate Name:

Pearl Makhaphela

MPC Consultant Name:

FORMTEXT Enter MPC Consultant Name Here

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

FORMTEXT Enter Date Here

Personal Details

Surname :

Makhaphela

First Names :

Nomathamsanga Pearl (Known as Pearl)

Nationality :

South African

Language Proficiencies :

English, Zulu

EE/AA Status :

AA (Black, Female)

Availability :

One Calendar month

Career Summary

Company

Position

Duration

Blendcor (Pty) Ltd

Assistant Management Accountant / Quality Champion

August 2014 - Current

Goldquest International Hydraulics SA (Pty) Ltd t/a BMG Hydraulics

Projects Co-ordinator / Creditors Clerk

July 2012 - July 2014

AE Consulting

Accounting Clerk

June 2011 - June 2012

South African Sugar Association / Finance Division

Accounts Administrative Assistant

Nov 2010 - April 2011

City Fleet - EThekweni Municipality / Treasury Cluster

In-service Trainee

July 2009 - July 2010

Academic History

Qualification :

Operational Level : Diploma in Management Accounting

Date Completed :

Current

Institution :

CIMA

Qualification :

National Diploma: Cost & Management Accounting

Date Completed :

2009

Institution :
Durban University of Technology

Qualification :
Matric
Date Completed :
2006
Institution :
Brettonwood High School



Computer Skills
Programs/Systems :
MS Office (Word, Excel, PowerPoint, Access, Outlook, Project)
Internet, FMS, Pastel, Caseware, Syspro, AS400 (JDE and Prism), SAP

Additional Training and Skills
Guarantee Trust Corporate Support Services (Pty) Ltd FASSET funded Work Readiness Programme - 2010
Simanye Economic Empowerment & Development BEE Training Workshop - 2013
National Higher Certificate: Accountancy - 2008
Pastel Partner - 2008

Pearl Makhaphela
Resumé of Career to Date
Company Name :
Blendcor (Pty) Ltd
Type of Industry :
Manufacturing / Petrochemical
Period of Employment :
August 2014 - Current
Position :
Assistant Management Accountant / Quality Champion
Duties :

Leading the company's stock management, internal accounting, reporting and product costing activities to ensure that they are carried out efficiently, effectively and in line with best practice. Accurately report inventory, internal orders, product costing, loss/gain analysis, fixed assets, and OPEX and CAPEX budgets within the required time and initiate control framework to maintain financial integrity. Assist in Quality investigations, lead Quality initiatives, optimization activities and focus on location process improvement projects; ensure that the organization focuses on compliance with Quality standards and processes.

Inventory Reporting: Develop weekly checklists of cycle counts and auditing count processes, obtaining approval of adjustments and posting to stock ledgers and general ledgers. Assist in monthly plant and stores stock counts and manage in accordance with the stock count processes. Responsible for Loss and WIP tracking. Weekly shareholder reports on despatches and inventory holding. Track movement on prices and stockholding of base oils
Product Costing: Assist with monthly product costing. Ensure overhead cost allocations are based on activity based costing. Analyse variances and produce variance reports.
Loss/gain analysis and reporting: Ensure that losses/gains are being tracked and

addressed; preparation of stock loss schedules and inter-company losses/gains p
roformas; and input of information into stock loss Dashboard.

Budgets: CAPEX and OPEX budgets; preparation of CAPEX WIP schedules, Actual vs.
Plan OPEX reports.

Monitoring of capital WIP accounts.

Reviewing of monthly OPEX performance.

Conduct quality investigations and Logging of Quality Potential Incidents

Participate in location audits and assessments

Ensure compliance with the Segment's Quality standards, processes, procedures an
d that the Quality Certification for location personnel is valid

Prepare, update and create Quality documents and procedures as required

Coach on Quality standards and processes and conduct Quality Learning's and Qual
ity Talks

Assist the Quality Manager on the deployment of Quality initiatives and training

Maintain a strong focus on location processes, optimizing wherever possible

Reason for Leaving :

Open to new career opportunities and challenges

Company Name :

Goldquest International Hydraulics SA (Pty) Ltd t/a BMG Hydraulics

Type of Industry :

Engineering Industry

Period of Employment :

July 2012 - July 2014

Position :

Projects Co-ordinator / Creditors Clerk

Duties :

Responsible for supporting the Project and Operations Management Process; this i
ncludes understanding project goals, deadlines and financial boundaries to ensur
e that management can best allocate and utilise resources.

Co-ordinating of Logistics, personnel, support maintenance, project stock and pr
ocurement. To also ensure accurate and timely payment of goods and services

Administration costing & finance aspects of projects

Effective stock administration

Staff deployment and project requirements

Effective operations co-ordination

Sales quotation & administration

Reporting

Adhering and following relevant ISO procedures at all times.

To accurately capture invoices in order to effect payment on time and accurately
and ensure that invoices are properly authorized in accordance to the levels of
authority

Payment of Invoices

Accurately prepare Monthly Reconciliation of Creditors Accounts Statements again
st the A/P Age Analysis

Accurately Reconcile G/L and Creditors Accounts on a Monthly basis to make sure
that

accounts are correctly balanced

Preferential Procurement GRNs

Adhering and following relevant ISO procedures at all times.

Reason for Leaving :

Career growth opportunity at Blendcor

Company Name :
AE Consulting
Type of Industry :
Accounting Firm
Period of Employment :
June 2011 – June 2012
Position :
Accounting Clerk
Duties :

Processing Bank Statements
VAT Computations
Payroll Schedules (Salary schedules and calculations of monthly PAYE, UIF & SDL; and completion of monthly EMP 201)
Income Tax Registrations
PAYE Registrations, UIF Registrations, EMP Registrations, VAT Registrations
Returns – VAT and Provisional Tax – eFiling
Compiling monthly Management Accounts
Processing all transactions relating to Accounts Receivable (debtors)/ Payable (creditors) and
Cash Book
Preparing and balancing Creditors and Debtors reconciliations from Trial balance and preparing of General Ledger Journals.
Stock taking
Registration of Employer – Compensation for Occupational Injuries and Diseases Act, 1993
Compiling Business Plans
Auditing
Compiling Annual Financial Statements
Reason for Leaving :
Career growth

Company Name :
South African Sugar Association / Finance Division
Type of Industry :
Agriculture Industry
Period of Employment :
Nov 2010 - April 2011
Position :
Accounts Administrative Assistant
Duties :

Assist in producing reports to management concerning the results of assignments
Assist in the consolidation of financial information in order to perform various
Division of Proceeds calculations to compile and control various budgets.
Typing and distribution of Agendas and Minutes.
Verifying invoices to check if they correspond with our records.
Recording GRNs
Annual Returns (Registration of Companies)
BEE consulting
Cheque requisitions
Assist in drafting, consolidation and administration of budgets, including the monthly monitoring of budget variances.
Assist in annual budget preparation and monthly controls, in close consultation with
Departmental Managers in the division and with internal stakeholders.
Assist in monthly budget administration including advice to managers regarding effective budget utilization.
Assist in ensuring that relevant financial information is conveyed timeously and accurately to the Director in a logical and understandable format, in accordance to the accepted SASA templates.
Assist in continuous assessment of business risk and good corporate governance practices in accordance with the financial policies and procedures of the South African Sugar Association.
Reason for Leaving :
End of 6 month contract

Company Name :
City Fleet - EThekweni Municipality / Treasury Cluster
Type of Industry :
Government
Period of Employment :

July 2009 - July 2010

Position :

In-service Trainee

Duties :

Ensure the collection, distribution and maintenance of workshop records

Co-ordinate information to and from various workshops

Tally up and query for reasonableness the various costs incurred on plant and vehicle jobs

Distribute and keep a record of new job cards

Capture job cards and time sheets and stores requisitions

Compare works order to invoice and receipt on system

Receipt Emergency orders

Extract information from computers for workshops and other Service Units (report) by

command and sequence

Provide relief duties within the Department

Record keeping and documentation

Liaison / office routine

Reason for Leaving :

End of 1 year contract

MPC Recruitment Group | [Insert Consultant's Name Here]

[Insert Position Applied For Here] | [Insert Applicant's Name Here]

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■Candidate Name ■|■Pearl Makhaphela XE

■MPC Consultant Name ■| ■Elmarie Muhl