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Position Applied For:

One Balance Team Leader

Candidate Name:

Hallesheen Leshae Moos

MPC Consultant Name:

Claire Keyser

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

29 September 2016

Personal Details

Surname :

Moos

First Names :

Hallesheen Leshae

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Female

Availability :

Immediate

Current Salary :

N/A

Expected Salary :

R15 000 per month

Career Summary

Company

Position

Duration

Hyprop - Canal Walk Centre Management

Finance Accounts Assistant

Nov 2015 - Apr 2016

BMS Boekhoudienste

Junior Accountant

Jun 2011 - Jan 2013

Green Haven Library

Assistant Librarian

Feb 2006 - Jan 2007

Academic History

Qualification :

National Diploma: Internal Auditing

Date Completed :

2015

Institution :

Qualification :

Date Completed:

Institution :

Cape Peninsula University of Technology

BTech: Internal Auditing

Date of completion November 2016

Cape Peninsula University of Technology

Qualification :

Matric (with Merit & Exemption)

Date Completed :

2004

Institution :

Great Brak River Senior Secondary School



Computer Skills

Programs/Systems :

MS Word

MS Excel

MS PowerPoint

MS Access

SAP

Pastel V11

Hallesheen Leshae Moos
Resumé of Career to Date
Company Name :
Hyprop - Canal Walk Centre Management
Type of Industry :
Property
Period of Employment :
November 2015 - April 2016
Position :
Finance Accounts Assistant
Duties :

Daily capturing, management and month end reconciliation of all cashbooks.
Spreadsheet updates; e.g. capturing rent on turnover report
Financial filing
Collection of Turnover Audit Certificates, maintenance of Audit Certificate
Register and calculation of Turnover Rental
Collection and capturing of monthly Turnover figures
Assist Finance Manager and Accountant as required
Assist with any gift card related functions
Reason for Leaving :
Contract position

Company Name :
BMS Boekhoudienste
Type of Industry :
Financial
Period of Employment :
June 2011 - January 2013
Position :
Junior Accountant
Duties :

Monthly VAT calculations for various clients.
Compile information to trial balance.
Use of Soft line Pastel for processing.
VAT reconciliations / Bank reconciliations
Processing of rectifying journals.
Processing of cash books receipts and expenditures
Processing of purchases from invoices / Processing of sales invoices
Debtor's accounts, following up on bad debts
Creditors accounts / Reconciliation of assets and liabilities.
Reconciliations of Members loan accounts
Salaries including EMP201
Reason for Leaving :
Contract position

Company Name :
Green Haven Library
Type of Industry :
Educational
Period of Employment :
February 2006 - January 2007
Position :
Assistant Librarian
Duties :

Filling:

Counter Service

Camy project (help children with math's)

Arrange books numeric and alphabetic.

Reason for Leaving :

Part time work

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

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

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■Candidate Name ■|■Hallesheen Leshae Moos XE

■MPC Consultant Name ■| ■Claire Keyser (021) 552 8048