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Position Applied For:

Client Accountant

Candidate Name:

Luan Benjamin

MPC Consultant Name:

Joanne Bell

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

23 September 2016

Personal Details

Surname :

Benjamin

First Names :

Luan

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured, Female

Availability :

30 days

Current Salary :

R 26000.00 p/m CTC

Expected Salary :

R 25000.00 p/m CTC +

Career Summary

Company

Position

Duration

Barloworld Logistics South Africa (Pty) Ltd.

Assistant Accountant

2006 - Present

New Clicks Holdings

Banking Clerk / Accounts Clerk: Pharmacy Department

2002 - 2006

K&S Accounting

Accounts Clerk

May 2002 - Aug 2002

Candidate Summary

Academic History
Qualification :
BTech: Internal Auditing
Subjects:
Internal Auditing 4
Interpretation of Financial Statements
Communication
Cost and Management Accounting 3
Research Methodology
Corporate Reporting
Management Principles and Practices
Financial Management
Date Completed :
2007
Institution :
Cape Peninsula University of Technology (CPUT)

Qualification :
ND: Internal Auditing
Subjects:
Internal Auditing 1,2 &3
Cost and Management Accounting 1 & 2
Business Law
Company Law
Economics
Taxation
Date Completed :
2001
Institution :
Cape Peninsula University of Technology (CPUT)

Qualification :
Matric
Date Completed :
1996
Institution :

Harold Cressy High School

Computer Skills

Programs/Systems :

Baan

Accpac

Axi (shipping programme)

SAP (beginner)

Syspro (Current programme)

Excel

Outlook

Internet Explorer

MS Word

Luan Benjamin

Resumé of Career to Date

Company Name :

Barloworld Logistics South Africa (Pty) Ltd. Now (Barloworld Transportation)

Type of Industry :

Transportation

Period of Employment :

July 2006 - Present

Position :

Assistant Accountant

Duties :

Involved in the entire debtors function

Reports to Accountant

Compiling of all debtor invoices- Debtors amount to between R8 000 000 and R15 000 000.

Mainly responsible for our biggest debtor, Transport Management Services. Reconciling our statement with remittances sent from Transport Management services and resolving any queries which arise.

Preparation of all debtor statements.

Collection of all outstanding debt and monies owed.

Investigation of all discrepancies occurring during the month.

Invoicing of our Owner Driver scheme.

Recovering of all outstanding monies from our Owner Drivers.

Investigating and solving all OD queries, when anything arises.

Loading of Owner Driver payments on Standard Bank online

Involved in the entire Creditors function

Matching of all creditor invoices- Creditors amount to between R2 000 000 and R5 000 000.

Preparation of all creditor reconciliations.

Adhoc administration duties. I.e. Balance sheet recons, journals (preparation and capturing).

Assist with cashbook duties which includes loading of payments, reconciling bank statements to the GL, doing the bank recon.

Handling and recording of all Petty Cash duties.

Help out with the daily cash flow.

Making travel bookings for Managers at various depots.

Preparation and capturing of VAT Recon for Head office

Adhoc duties assisting the Accountant- depreciation, revenue, Owner driver calculations, disposal of Assets

Analysing of General ledger accounts at month end.

Reason for Leaving :

Client centralising the finance department to JHB and needs a new challenge

Company Name :

New Clicks Holdings

Type of Industry :

Retail

Period of Employment :

September 2002 - June 2006

Position :

Banking Clerk / Accounts Clerk: Pharmacy Department

Duties :

Capturing of all Medical Aid payments

Capturing of all Debtor payments.

Compiling of all pharmacy cashbooks- Pharmacy debtors amount to between R5 000 0

00 and R10 000 000.

Follow up with any medical aid discrepancies as well as non-payment of debtors.

Reason for Leaving :

Better growth prospects

Company Name :

K&S Accounting

Type of Industry :

Financial Services

Period of Employment :

May 2002 - August 2002

Position :

Accounts Clerk

Duties :

Responsible for my own set of companies.

Responsible for the entire financial process from cashbook to the financial statements.

Compiling of VAT Returns, Tax Returns for Companies as well as Sole Proprietors.

Reason for Leaving :

Offered a career opportunity

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

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

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■Candidate Name ■|■Luan Benjamin XE

■MPC Consultant Name ■| ■Joanne Bell (021) 552 8048