

All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment"

Position Applied For:

Bookkeeper

Candidate Name:

Sandiswe Makhhalima

MPC Consultant Name:

Joanne Bell

MPC Consultant's Contact Details:

021 552 8048

Date Referred:

January 2015

#### Personal Details

Surname :

Makhhalima

First Names :

Sandiswe

Nationality :

South African

Language Proficiencies :

English and Xhosa

EE/AA Status :

Black female

Availability :

4 weeks

#### Career Summary

Company

Position

Duration

Deloitte

Assistant Accountant

Jun 2013 - date

Elan Rabinowitz & Associates

Accounting Clerk

Oct 2009 - May 2013

#### Candidate Summary

AA candidate Sandisiwe completed her Bachelor of Technology Degree in Taxation. She has over four (4) years working experience. She is currently on a contract with one of the Big Four, Deloitte, as an Assistant Accountant. She describes herself as dedicated and prides herself in her work delivery. Her work is always up to standard and she says she handles volume well. She is looking for a position where she can get involved and tackle challenging projects. Sandiswe is a well - spoken, presentable young woman.

#### Academic History

Qualification :

B Tech - Taxation

Date Completed :

2010

Institution :

Cape Peninsula University of Technology

Qualification :

Matric

Date Completed :

2006

Institution :

Headlines Private College



Computer Skills

Programs/Systems :

MS Office Suite, Pastel, Accfin, SAP (basic)

Additional Training and Skills

2013, Centre ERP in Africa, ER94school Foundation Certification (basic understanding on how SAP works)

Sandisiwe Makhhalima  
Resumé of Career to Date

Company Name :  
Deloitte  
Type of Industry :  
Financial Services  
Period of Employment :  
June 2013 - date  
Position :  
Assistant Accountant  
Duties :

Preparing purchase orders.  
Preparing payment requisitions and checking supporting documents for approval by the accountant/senior manager  
Processing cashbook entries in Pastel.  
Book to Balance Sheet and General Ledger  
Interacting with client relating to invoices for payment requests as well as obtaining source documents (bank statements or invoices) for processing.  
Adhoc queries and client request resolution  
Preparation of the monthly journal entries for approval by the accountant/senior manager.  
Dealing with year-end audit queries external auditors  
Prepare month end reconciliations  
Preparation of creditor's reconciliations.  
Follow up on outstanding debtors.  
Process of monthly journals e.g. Payroll, depreciation.  
Process of prepayments.  
Preparing monthly management reporting packs.  
Foreign exchange:  
Currencies- Dollar, pound and Euro  
Loading payments online  
Reason for Leaving :  
Contract expires in May

Company Name :  
Elan Rabinowitz & Associates CC  
Type of Industry :  
Financial Services  
Period of Employment :  
October 2009 - May 2013  
Position :  
Accounting Clerk  
Duties :

Capturing data on Pastel  
Processing cash books producing trial balances  
Preparing Draft Annual Financial Statements including:  
Balance Sheets

Income Statements

Lead schedules for all Balance Sheet and Income Statement Items.

Preparation and processing of annual returns for submission to CIPC

Submission of statutory documents

Amending Director's details

Updating Accounting Officers and Registered Addresses.

Processing employee timesheets

Capturing invoices and receipts.

Printing statements, work in progress reports and debtors report for the employee

Reason for Leaving :

Offered more senior 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 ■|■Sandisiwe Makhali XE

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