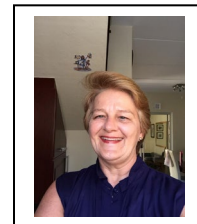


ELIZABETH FILIBA

PAYROLL, BENEFITS, BOOKKEEPING & HUMAN RESOURCES SPECIALIST

Cel: 062-003-4594 | ezriela123@gmail.com | [LinkedIn](#) | [FaceBook](#) |
2 Cashane, 199 Pritchard St., Northriding 2196



PROFESSIONAL SUMMARY

Unique Payroll from 1997 to 2000; VIP Payroll since 2001. Full function, which includes capturing of all payroll matters, including new employees terminating employees, checking, EFT transfer, 3rd party payments, employee queries, package structuring, structures retrenchments and related matters. Statutory Returns, IRP5's – full function; Employee Benefits, such as Provident Fund, Medical Aid, Service Conditions, Disability Cover, Handling Disability Claims and Retirements. Funeral Cover, BCEA, NBCRFI Bargaining Council, reporting to the Financial Director. Serve as Director in the complex I live in, managing finances and contractors, Security Personnel.

ADDITIONAL EXPERIENCE

Owned and managed retail store; **Typing of:** schedules, manuals, copy typing, Dictaphone typing, graphs, correspondence, invoices & statements on a Burroughs invoicing machine, tables, indents, minutes of meetings, mailing list, tenders & quotations. Managed and distributed Christmas gifts and calendars – local and overseas clients, mail shots, arranging luncheons & functions; control of driver and pool vehicles, control and screening of calls, relief switchboard on various systems. Managed a wholesale company which entailed the following: salaries & wages, debtors and creditors, banking. Four employees reported to me, purchasing and costing of stock for both the wholesale and retail outlets.

KEY ACHIEVEMENTS

- Set up entire payroll and benefits divisions for multiple enterprises including Coca-Cola and the Nelson Mandela Hospital (services performed for several thousand employees)
- Transformed various enterprises payroll and benefits departments with the latest technologies including VIP & SAP
- Executive Director of two Homeowners' Associations
- Saved Homeowners' Associations from Bankruptcy and transformed them into profitable entities

KEY COMPETENCIES

- Expert Xcel, MS Word and MS Office suite of Enterprise software technology
- PAD Accounting and Bookkeeping Expert
- Project Management
- Data Capture and Processing
- Hiring & Training
- Expert VIP & VP GT Payroll Manager
- Contracts & Benefits Consulting Services
- Contract Negotiation, Project Financing

VIP EXPERIENCE

20 Years of VIP Experience	Currently Managing Payroll for 300 Employees	Experienced in the Complete Suite of VIP Modules
VIP Payroll Administration	VIP Leave Modules Phase 1 through Phase 3	Report Writer 1 & 2
Tax Year End Expert Consultant	Expert Knowledge of the Principles of Payroll Tax	VIP Tax Expert
UIF Expert	GT Payroll Expert	Distinctions Achieved in VIP Seminars and Programs

COMPANY	TITLE ROLE	DATES
Anova Health Institute	Senior Payroll Administrator	07/2019 to Present
Nelson Mandela Children's Hospital	Payroll & Benefits Manager	05/2017 to 10/2017
Sebenza Shipping & Forwarding (Pty) Ltd.	Payroll & Benefits Specialist	07/2008 to 05/2014
Coca-Cola SA (Pty) Ltd.	Senior Salaries Administrator	05/2007 to 06/2008
Rand Refineries	Senior Salaries Administrator	05/2005 to 04/2007
Aventis Pharmaceuticals	Senior Salaries Administrator	11/2004 to 06/2005
SARCC (South African Rail Commuter Services P/L)	Senior Salaries Administrator	01/1997 to 09/2004

06/2019 To Present

Anova Health Institute, Senior Payroll Administrator:

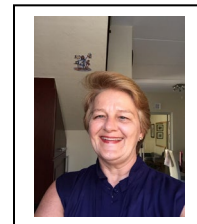
Total payroll function [VIP Premier]; ±300 employees; 3rd Party Payments (EFT), SARS e-filing & e@syfile; Medical Aid; Pension, Fund; Bargaining Council; Leave Monitoring; Policies & Procedures; Reconciliation of Payroll Cashbook; GL Download to Accpac; Employee Queries; Writing ODBC & BIM Reports; HR Generalist.

05/2017 To 10/2017

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Nelson Mandela Children's Hospital, Payroll & Benefits Manager:

Drafting of Offer Letters to appoint new employees; Doctors; Nurses; IT Manager, and other staff. Established the entire payroll department on SAP Payroll as no payroll was in place. Set up medical aid; pension fund; registration of PAYE, UIF, SDL and Workman's Compensation for the Hospital.

07/2008 To 05/2014

Sebenza Shipping & Forwarding (Pty) Ltd., Payroll & Benefits Specialist:

Total payroll function [VIP Premier]; ±300 employees; 3rd Party Payments (EFT), SARS e-filing & e@syfile; Medical Aid; Pension, Fund; Bargaining Council; Leave Monitoring; Policies & Procedures; Reconciliation of Payroll Cashbook; GL Download to Accpac; Employee Queries; Writing ODBC & BIM Reports; HR Generalist.

05/2007 To 06/2008

Coca-Cola SA (Pty) Ltd., Senior Salaries Administrator:

Total payroll function [VIP Classic]; ±450 employees; 3rd Party Payments (EFT), reconciliation of Payroll [SAP] Employee Queries.

05/2005 To 04/2007

Rand Refineries, Senior Salaries Administrator:

JD Edwards System (Integrated), 3rd Party Payments (EFT), reconciliation of Cash Book & Payroll etc.

11/2004 To 06/2005

Aventis Pharmaceuticals, Senior Sales Administrator:

VIP Payroll – input for 7 companies [approximately 1500 Employees]; Printing of Monthly Reports & Pay slips, Writing of Reports on request; Monthly Roll-Over; 3rd Party payments (EFT) & Cheque Payments, Recons of VIP deductions to Excel and balancing to SAP General Ledger.

01/1997 To 09/2004

SARCC (South African Rail Commuter Services P/L)

Responsible for the entire payroll (initially on UDC) and then VIP Payroll (upgraded to GT) for three companies - from data capture to extracting and writing reports, reconciliation, staff loans, statutory returns, payments, Employee Benefits Administration, drafting of temporary employee contracts and monitoring. Completion of salary & statistics surveys. Performed various HR functions; managed and controlled the various medical aids and assisted new members and liaised directly with the medical aids on behalf of employees. Benefits administrator for the Provident Fund. Advise employees, on requests of the rules & regulations of Service Conditions, BCEA, Workman's Compensation, Skills Development, Trade Unions, etc. I motivated and implemented the transition to VIP from Q Data – Unique, and initiated and oversaw the entire process. Managed Leave Records and ensured employees availed themselves of leave in accordance to BCEA.

LANGUAGES:

English and Afrikaans.

TECHNOLOGIES

MS Office	SAP	VIP
MS Word	MS Excel	MS Powerpoint
VIP	VIP GT	SARS Platforms
UIF Platforms		

EDUCATION

- | | |
|--|--------------|
| • De Kruin Highschool Prefect Matriculated | 1977 |
| • Damelin Payroll Administration Certificate, (distinction 92%) | 4 June 2003 |
| • Damelin Basic Bookkeeping (CIB registration) (distinction 92%) | 27 Oct 2003 |
| • Damelin Practical Accounting Started Feb'04 | not finished |