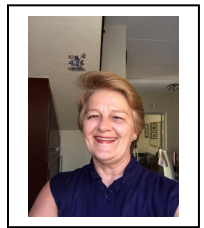


ELIZABETH FILIBA

PAYROLL & BENEFITS SPECIALIST; BOOKKEEPING; HUMAN RESOURCES GENERALIST

Cell: 062 003-4594 | ezriela123@gmail.com | [My Portfolio](#) | [LinkedIn](#) | [FaceBook](#) |
2 Cashane, 199 Pritchard Street, Northriding 2169



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 & COIDA claims. Funeral Cover, BCEA, NBCRFI Bargaining Council, reporting to the Financial Director. Served as Director & Chairperson in the complex I live in, managing finances and contractors, Security Personnel; Maintenance, Gardening.

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 Experience
- Project Management
- Data Capture and Processing
- Hiring & Training
- Expert VIP (Essential & Premier) & VP GT Payroll Manager
- Contracts & Benefits Consulting Services
- Contract Negotiation, Project Financing

VIP EXPERIENCE

| 20 Years of VIP Experience | Currently Managing a Shared Payroll for 4 300 Employees | Experienced in the Complete Suite of VIP Modules. 03/2020 Completed a 2 day Basic Training on Sage People 300 |
|--------------------------------|---|---|
| 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 Submissions | GT Payroll Expert | Distinctions Achieved in VIP Seminars and Programs |

| COMPANY | TITLE ROLE | DATES |
|--|-------------------------------|--------------------|
| Anova Health Institute | 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 02/2016 |
| Coca-Cola SA (Pty) Ltd. | Salaries Administrator | 05/2007 to 06/2008 |
| Rand Refineries | Salaries Administrator | 05/2005 to 04/2007 |
| Aventis Pharmaceuticals | Salaries Administrator | 11/2004 to 06/2005 |
| SARCC (South African Rail Commuter Services P/L) | Salaries Administrator | 01/1997 to 09/2004 |

07/2019 To Present

Anova Health Institute, Payroll Administrator:

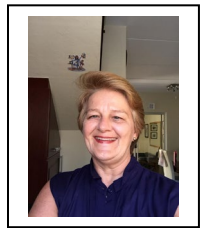
Shared Payroll [VIP Premier]; ±4 300 employees; Leave Monitoring; Policies & Procedures; Employee Queries; HR Generalist.

05/2017 To 10/2017

ELIZABETH FILIBA

PAYROLL & BENEFITS SPECIALIST; BOOKKEEPING; HUMAN RESOURCES GENERALIST

Cell: 062 003-4594 | ezriela123@gmail.com | [My Portfolio](#) | [LinkedIn](#) | [FaceBook](#) |
2 Cashane, 199 Pritchard Street, Northriding 2169



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 02/2016

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

Total / Full Function payroll [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., 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, Salaries Administrator:

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

11/2004 To 06/2005

Aventis Pharmaceuticals, 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 | SAGE People 300 (03/2020) | |

EDUCATION

- | | |
|--|--------------|
| • De Kruin Highschool Matriculated as School & Boarding School Prefets | 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 |