

**Curriculum Vitae
Of
Maurice Brevis**

CURRICULUM VITAE

PERSONAL DETAILS

SURNAME	Brevis
FIRST NAME	Maurice
NATIONALITY	South African
RESIDENTIAL AREA	Vanguard Estate
LANGUAGES	English and Afrikaans
LICENSE	Yes
EDUCATION	Matric - Athlone High School - 2004 Subjects - English, Afrikaans, Maths, Biology, Business Economics, Accounting
PROFESSIONAL COURSES	HyperionDev 3-month Software Engineering Bootcamp <ul style="list-style-type: none">- Started in January 2020- Expected completion date end of March 2020 Damelin - BCOM Information Management Degree <ul style="list-style-type: none">- 2nd Year Part time - Current BCompt Accounting (Management Accounting) 2 nd Year <ul style="list-style-type: none">- UNISA - Incomplete
COMPUTER LITERACY	Microsoft Word, Excel, PowerPoint, Pastel Partner and Express 2009 and 2011, Pastel Evolution, Adobe Photoshop, Internet and Email, Lotus Smart Suite
CONTACT DETAILS	Cell: 076 424 0553 Email: mobrevis@gmail.com LinkedIn: Maurice Brevis

PROFESSIONAL DETAILS**NICRO**

Cape Town

January 2019 - Current

ASSISTANT ACCOUNTANT

Report directly to the Financial Manager & CFO

Responsibilities include:

- Accounts reconciliations & allocations to accounts.
- Maintenance of client accounts.
- Generating invoices and credit notes.
- Age analysis and ledger entries
- Follow up on outstanding debtors accounts (Debt collection).
- Send out client statements etc.
- Posting of journals relating to Debtors.
- Handling queries / enquiries with regards to debtors
- Filing
- Ad hoc duties

Reason for leaving

Contract will be completed by December 2019

A Fraser & Co

Cape Town

March 2018 - June 2018

ASSISTANT ACCOUNTANT

Report directly to the Financial Manager

Responsibilities include:

- Processing of the bank accounts, bank reconciliations and petty cash.
- Reconciling general and subsidiary bank accounts by gathering and balancing information.
- Invoicing customers (Commission income).
- Updating fixed asset register.
- Posting of journals, depreciation
- Preparing the analysis of accounts.

Reason for leaving

3 Months contract completed

Carrick Financial Services
Cape Town
September 2017 - February 2018

ACCOUNTANT

Report directly to the Financial Manager

Responsibilities include:

- Processing of the bank accounts, bank reconciliations and petty cash.
- Invoicing customers (Commission income).
- Invoicing customers (other - Admin fee invoices, secretarial fees and chargebacks).
- Lining up commission income and expenses.
- Assist with management accounts.
- Updating fixed asset register.
- Posting of journals, depreciation, accruals and month end processes.
- Preparing the analysis of accounts.

PBT Group
Cape Town
October 2016 - August 2017

ACCOUNTANT

Report directly to the Financial Manager

Responsibilities include:

- Maintain financial records for subsidiary companies by analysing balance sheets and general ledger accounts.
- Reconciling general and subsidiary bank accounts by gathering and balancing information.
 - Provide financial status information by preparing special reports; completing special projects.
 - Correct errors by posting adjusting journal entries.
 - Maintain general ledger accounts by reconciling accounts receivable detail and control accounts; adjust entries for amortizations prepaids; analysing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals.
 - Calculation and submission of VAT returns.
 - Preparation of management reports.
 - Foreign exchange differences - valuation of foreign clients and bank accounts.
 - Secure financial information by completing database backups; keeping information confidential.
 - Maintain accounting controls by following policies and procedures; complying with regulatory financial requirements.
 - Ad hoc financial and administrative support to employees and finance team.

Reason for leaving

Better opportunities

TRAY INTERNATIONAL

Cape Town

August 2014 - September 2016

ASSISTANT ACCOUNTANT

Report directly to the Unit manager

Responsibilities include:

Drafting and Compiling of Monthly Management Reports using NSI (A French developed Accounting and Removals software) for 5 branches which includes the following duties:

- Processing Journals:
NSI Processing of Monthly books up to Trial Balance incl. the following:
- Stock Journals
- Correcting and adjusting Journal entries
- Accrual and Prepayment Journals
- Depreciation Journals
- Interest Journals
- Posting year-end Journals
 - Cash book inputs and bank reconciliations on NSI (Bank Reconciliation) and Maintain Balance Sheets
 - Reconciling Debtors and Creditors
 - Maintaining Fixed Asset Registers
 - Comparing and verifying monthly movements and allocations per General Ledger accounts
 - Processing Payrolls on NSI
 - Reconciliations of VAT Returns
 - Requesting information and external documents from international branches
 - Correspondence - Continuous liaison with international branches

Reason for leaving

Better opportunities

**MD RETAIL MANAGEMENT
CONSULTANTS**

Cape Town

July 2011 - July 2014

BOOKKEEPER/ ACCOUNTANT

Reported directly to the Senior Bookkeeper

Responsibilities include:

Drafting and Compiling of Monthly and Bi Monthly Management Reports using Paxcel (Pastel and Excel) for various entities which includes the following duties:

- Processing Journals:
Pastel Processing of Monthly books up to Trial Balance incl. the following:
 - Stock Journals
 - Correcting and adjusting Journal entries
 - Accrual Journals
 - Depreciation Journals
 - Interest Journals
 - Posting year-end Journals
- Cash book inputs (Processing bank statements onto Pastel) and bank reconciliations on Pastel (Bank Reconciliation)
- Drafting and Compiling of Pie Charts using Lotus
- Reconciling Debtors and Creditors
- Comparing and verifying monthly movements and allocations per General Ledger accounts
- Calculation of Stock and Profit Margins
- Preparation & completion of VAT 201 Returns for Submission by client to SARS
- Requesting information and external documents from third parties and clients
- Correspondence - Continuous liaison with clients and SARS
- General Office Administration (eg. Filing, Faxing, Manning of Telephone)
- Currently maintaining a portfolio of 16 monthly clients

Notice period

Month Notice

Reason for wanting to leave

Growth opportunities

VSB CHARTERED ACCOUNTANTS

Cape Town

March 2009 - June 2011

BOOKKEEPER / ADMIN CLERK

(Internship / Learnership)

Reported directly to the Owner

Responsibilities include:

- Monthly and bi-monthly management accounts up to trial balance
- Drafting of the annual financial statements in excel format
- Capturing bank statements on Pastel
- Salaries and wages report
- Processing journals
- Finalizing the accounts
- Tax returns, (VAT returns, IT12-personal income tax, and IT14-Company tax return
- UIF, Employees Tax
- Register clients for vat, Employees tax
- Manning of telephone
- Client liaison (Telephonic and Email)
- Dealing face to face with clients
- Bank reconciliations
- Receipts and allocations
- Month end statements
- Faxing
- Filing
- Handle enquiries

Reason for wanting to leave

Growth opportunities

DIALOGUE

Cape Town

February 2009 - April 2009

DA CALL CENTRE AGENT

Reported directly to the Team Leader

Responsibilities included:

- Outbound calling registered voters
- Change registered voters details
- Inform them of voting day
- Inform them with regards to their voting station
- Responding to any enquiries
- Give them more info and background of the Democratic Alliance

Reason for leaving

Contract completed / Evening part time position only

REFEREES

Lynn Neethling (NICRO)	: 082 202 0204
Zakierah Alie (A Fraser & Co)	: 072 248 5799
Bryan Austen (Carrick Financial Services)	: 083 287 6727
Vernon Strauss (PBT Group)	: 079 756 0346
Warren Chetty (Tray International)	: 021 818 3200
Rezaah Davids (MD Retail Management Consultants)	: 073 198 4797
Peter Petersen (VSB CA)	: 078 334 4992

HET: ACADEMIC RESULTS LETTER

STUDENT INFORMATION	
Surname:	Brevis
First Name/s:	Maurice
ID/Passport Number:	8703055029087
Student Number:	201900833
Qualification/Programme:	Bachelor of Commerce in Information Management
Programme Code:	19_HE_CLI_PT_DG_BCOM_IM
Academic Semester and Year:	2nd Semester; 1 st year
Date Issued:	04 December 2019

The above student has fulfilled all the obligations to be issued with the following results for the current academic semester/year:

Module Title	Module Code	Semester	Year completed	Exam %	Final %	Status P, F, FSM, S, D *
Business Management 1	BMG110	1	2019	85	79	D
Business Communication	AEN 110	1	2019	74	76	D
Economics 1A	ECO 110	1	2019	76	74	P
Information Systems 1A	IIS 110	1	2019	51	62	P
Economics 1B	ECO120	2	2019	66	71	P
Information Systems 1B	IIS120	2	2019	84	81	D
Principles of Databases	DBS120	2	2019	93	88	D
Business Management 1B	BMG120	2	2019	77	72	P

*P = Pass, F = Fail, FSM = Failed Sub-Minimum, S = Supplementary, D = Distinction

Instructions:

1. Please ensure that all your personal and academic records are correct.
2. Once you graduate, these personal and qualification details will be printed on your qualification.
3. Report any errors or omissions to your Academic Manager.
4. The following rules apply in order to pass a module:
 - a) A final mark of a least 50%
 - b) Should a student achieve less than the sub-minimum of 33.3 % in the examination and a final mark of 50% or higher the student will still fail the particular module.
5. A final mark of 40%-48% is required in order to qualify to write the supplementary examination.
6. A final mark of 39% or less denotes a fail.
7. This results letter is printed without any amendments.

Petersen

Academic Administrator

[Signature]

Academic Manager

Directors: L Chetty, LM Nair, M Munsami
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