

To whom it may concern

Dear Sir or Madam,

Re: Motivation for applying

Shortly after matriculating in 1999, I started a career in the private sector as *Admin Officer* at *Shoprite Checkers Head Office* and quickly learned that hard work and dedication is required to flourish in the working world. In 2004 I was introduced to bookkeeping after completing a bookkeeping course and started with a *Bookkeeper* job for contractors in the building industry. I then persuaded part-time studies in accounting and financial management and landed an *Assistant Accountant* job in 2006, at *Maitland Vinegar Works*, a subsidiary of *Pioneer Foods*. In 2009 I became a *Rental Accountant*, in the motor vehicle industry, at the *Rola Motor Group*. The *Rola Motor Group* elected nineteen lower management employees showing potential, to enroll for a *Management Development Programme* in collaboration with the *School for Executive Business Development of the University of Stellenbosch*. I was nominated as the only female candidate in this male-dominated industry and completed the programme.

I started at the *Western Cape Provincial Government* as a *Financial Analyst / State Accountant* at *Strategic Budget Analysis* in 2011. I was promoted to *Senior State Accountant* in 2015 and practiced the following skills, according to standards set by a team of analysts and specialists, providing an auxiliary service to the *CFO* of the *Department of Health*.

- Information management and analysis as well as problem-solving skills in converting health statistical and financial data into health information reports. This is to provide relevant and accurate health information, varying from historical statistics to budgetary projections, to the various decision-makers.
- Mathematical and financial accounting skills in analyzing municipal accounts and other reconciliations.
- Administration and automation skills were used in various standard and ad-hoc office duties.
- Advance Excel, MS SQL Server and other computer applications used in building and maintaining models and databases.
- Continuous research, individually and as part of a team in order to explore and formulate innovative solutions to improve and address challenging reporting and data collection issues.
- Interpersonal skills utilized during verbal and written communication and interaction with stakeholders from various levels of management and different institutions.
- Training and assistance to various stakeholders at different health and related institutions as well as training and supervision of team members.

I resigned from public service in 2016 and resumed the administrative and financial duties until present, of the printing and design shop started by my husband and myself in 2012. It allowed me the opportunity to assist in the growth of our establishment as well as being closer to home and part of important phases of the education and development of our two sons.

In 2019 I started with a BSc in Information Technology from North-West University via distance studies, in pursuit of a career in software engineering. This qualification presented me with the opportunity to combine experience acquired from private and public sectors as well as an entrepreneurial role with new knowledge, as to form a solid basis for a career in information technology. I am currently enrolled for the 3rd year of the BSc IT qualification of the North-West University's Open Distance Learning programme.

My motivation for seeking additional employment is to gain experience in the IT industry whilst completing the rest of the 3-year degree which I am currently studying for.

I believe that continual development and learning is crucial to survival in the 21st century and for keeping abreast with technology. I am of the opinion that everything in life, irrespective of its insignificance, should be appreciated. That every small part or being; is needed by a larger system or society; in order to reach a state of overall synergy. My focus in life is to navigate towards my destiny, by gaining relevant insight to make the right choices and by successfully managing every moment of life which I am blessed with.

Thank you for your time and effort spent on handling my application.

Regards,

Tanya Hendricks



PERSONAL DETAILS

Summary	
• 40 years old	First Names: Tanya Joy
• Female	Surname: Hendricks
• Bilingual	Maiden Name: Goven
• Resides in Somerset-West	Date of Birth: 1981
• Own transport	Gender: Female
• Valid driving license	Nationality: South African
• Contact on 071 596 3295	ID Number: [REDACTED]
	EE/AA: Coloured
	Language: English & Afrikaans (speak, read & write)
	Religion: Christen
	Marital Status: Married
	Dependents: Two sons – 20 and 9 years
	Driving License: Code 8
	Driving License Nr: [REDACTED]
	Postal Address: PO Box 1178, Somerset West, 7130
	Cell Nr: 071 596 3295
	Email: bob4robert@gmail.com
	Health Condition: Excellent
	Criminal Records: None

EDUCATION

Senior Certificate	
• Completed in 1999	Subjects: Afrikaans First Language B
• Zandvliet High School	English Second Language B
• With A-Aggregate & Full exemption	Biology Higher Grade A
	Geography Higher Grade B
	Physical Science Higher Grade B
	Mathematics Standard Grade A

QUALIFICATION

BSc Degree Information Technology	
• 2019 – end 2021	North-West University offers this 3-year full-time Bachelor degree in Information Technology , via distance studies . The degree outcomes are the design, development and delivery of computerized systems; contribution to the management of information and information sources; develop IT-related solutions, lifelong learning and entrepreneurship.
• North-West University	Modules: (core modules marked with *)
• Third Year	Year I Semester I Financial Accountancy I Distinction
• NQF Level 7	Financial Accountancy II Distinction
	*Academic Literacy Development Passed
	Introduction to Business Management Distinction
	*Introduction to Computers and Programming Distinction
	Semester II *Structured Programming Passed
	*User Interface Programming I Distinction
	Basic Mathematical Techniques Passed
	Descriptive Statistics Passed
	Introduction to Statistical Inference I Passed
	Year II Semester I Problem Solving for Managers Distinction
	*Object Oriented Programming Distinction
	*Apps and Advanced User Interface Passed
	*System Analysis and Design I Passed
	*Communication Skills Distinction
	*Information Security Distinction
	Semester II *Data Structures and Algorithms Distinction
	*Data Analytics II Distinction
	*System Analysis and Design II Passed
	Discrete Mathematics Distinction
	Understanding the Natural World I Distinction
	Understanding the Natural World II Distinction
	Year III Semester I Databases Distinction
	Artificial Intelligence Distinction
	Computer Networks Passed
	Decision Support Systems I Distinction
	Semester II Advanced Databases Passed
	IT Developments Awaiting...
	Operating Systems ...results
	Decision Support Systems II Passed



QUALIFICATION - Continued

Management Development Programme
<ul style="list-style-type: none"> Completed June 2011
<ul style="list-style-type: none"> University of Stellenbosch Executive Business School
<ul style="list-style-type: none"> NQF Level 6

USB is the **executive business development** branch of the **University of Stellenbosch** offered the MDP in collaboration with the private corporate **Rola Motor Group**. The objective of this **10-month practical in-service management development programme** was to develop enterprising managers, equipped to rise above the leadership challenges of the 21st century.

Modules:	Study School I	General Management Introduction to Strategic Thinking Assignment I	75%
	Study School II	Leadership & Personal Mastery People Management Assignment II	74%
	Study School III	Economics & Trends Introduction to Financial Management Assignment III	85%
	Study School IV	Marketing & Customer Service Excellence Assignment IV	75%
	E-commerce	Thesis & Presentation	72%

Financial Accounting Higher Certificate
<ul style="list-style-type: none"> Completed in 2010
<ul style="list-style-type: none"> INTEC College
<ul style="list-style-type: none"> NQF Level 5

INTEC is registered as a **private college with the DHET** and accredited by the **UMALUSI** and further accredited by the **Quality Council for Trades and Occupations (QCTO)**. The objective of this **4-year part-time, distance studying course** was to develop a sound grasp and insight in a number of disciplines and the strategic leadership skills needed to manage the financial functioning of a business.

Modules:	Higher Certificate	Management II Corporate Law Cost & Management II Management Computing Financial Accounting II
	Certificate	Management I Economics Communication Financial Accounting I Principles of Business Law Cost & Management Accounting I

Bookkeeping to Trial Balance Certificate
<ul style="list-style-type: none"> Completed in 2004
<ul style="list-style-type: none"> Centre for Management Development
<ul style="list-style-type: none"> NQF Level 4
<ul style="list-style-type: none"> With Merit

Centre for Management Development is accredited by the **Institute of Certified Bookkeepers**, an independent external examination body for **accredited business qualifications** in Southern Africa since 1931, as well as a **quality assurance partner** for the **Quality Council for Trades and Occupations**. The objective of this **300-hour part-time course** was to cultivate competency in **Bookkeeping to Trial Balance**.

Subjects:	Cash Books Sales Purchases Petty Cash General Ledger Trial Balance Fixed Assets General Journal & Adjustments VAT (Value Added Tax) Systems Account Payables Account Receivables Inventories Year-end Closing of Books
-----------	--

QUALIFICATION ~ SHORT COURSES

Java Programming Certificate
• Completed January 2021
• Duke University
• With Honours

BAS & LOGIS Certificates
<ul style="list-style-type: none"> Completed June 2014
<ul style="list-style-type: none"> PGWC (Provincial Treasury)
<ul style="list-style-type: none"> With Cum Laude Grande

<p>Microsoft Excel & Word Certificates</p> <ul style="list-style-type: none"> Completed in 1998
<ul style="list-style-type: none"> Zandvliet Computer Centre

Duke University presented a course in solving problems with software using Java programming, via **Coursera** and recommended and supported by **North-West University**. The objective of this **4-week** study was refresh knowledge on the design of algorithms as well as the development and debugging of programs.

Topic covered:

1. Edit, compile and run a java program;
2. Use conditionals and loops in a Java program;
3. Use Java API documentation in writing programs;
4. Debug a java program using the scientific method;
5. Write a Java method to solve a specific problem;
6. Develop a set of test cases as part of developing a program;
7. Create a class with multiple methods cooperating to solve a problem;
8. Use divide-and-conquer design techniques for a program that uses multiple methods.

Provincial Treasury presented training in **public financial management**.

The objective of this **7-day full-time training course** was to acquaint the user with system navigation and functioning of public financial information systems. Overview of the **Public Management Financial Act, Treasury Directives** and **legislation** pertaining to **procurement and financial practices**, were investigated as a starting point for the different modules studied.

Computer Modules: BAS (Basic Accounting System)
LOGIS (Local Government Information System)

Zandvliet Polifyn Computer Centre is an equipped **community training facility** at Zandvliet High School.

The objective of this **30-hour training** was to cultivate proficiency in **Microsoft Word & Microsoft Excel**.

Computer Modules: Microsoft **Word Certificate** to **intermediary** level.
Microsoft **Excel** to **intermediary** and **advance** levels.

FORMAL WORKSHOPS

Public Service Induction Workshop
<ul style="list-style-type: none"> • 2012 – In service at PGWC (<i>Dept of Health</i>) • Presented by: Palama

Enhancing Your Social Skills - Workshop
<ul style="list-style-type: none"> • 2004 – In service at <i>Miglio Jewellery</i>
<ul style="list-style-type: none"> • Presented by: Grant Driver

<p>Being the Best You Can Be - Workshop</p>
<ul style="list-style-type: none"> • 2004 – In service at <i>Miglio Jewellery</i>
<ul style="list-style-type: none"> • Presented by: Debbie Jackson

<p>Professional Image Basic Course - Workshop</p> <ul style="list-style-type: none"> • 2004 – In service at <i>Miglio Jewellery</i> • Presented by: Shirley Ferris

The workshop was facilitated by the **Public Administration Leadership and Management Academy**.

2-day workshop is a government initiative to ensure that all public servants understand the goals, structures and key policies of government.

This version of the induction course is aimed at all staff from levels 6 to 12; senior staff and junior management, who are key to the implementation of public management policy.

International motivational speaker, Grant Driver, presented this workshop.

The objective of this **10-hour workshop** was to develop an **understanding of emotional intelligence and social interaction**.

As part of the practical training, attendees were tasked to analyze their peers to discover individual personality profiles, aptitudes and behavioural preferences.

The workshop was aimed at instilling confidence in communication and understanding the different behavioural patterns of different personality profiles and leadership styles.

Presented by Debbie Jackson a **professional speaker** and **business coach** as well as the **founder of About Your Life Style And Balance.**

The objective of this **5-hour workshop** was to motivate the individual to **set and pursue career development challenges**.

Attendees were encouraged to nurture a holistic approach in developing and scaling to new levels in the corporate world.

Professional image consultant from *Colour Me Beautiful*, Shirley Ferris, presented this workshop.

The objective of this **5-hour workshop** was to present a **basic layout for a professional image**.

Attendees were analyzed to assess image styles best suited for individuals.

The workshop was aimed at guiding the individual to discover and develop an image associated with professionalism, yet radiating personality, character and confidence.



COMPUTER SKILLS & KNOWLEDGE

Skills
• Operating Systems
• Browsers
• Office Applications
• Publishing
• Multimedia
• Bookkeeping
• Information Systems
• Software Development
• IDE's
• DBMS

Knowledge
• Structured programming
• Interface programming
• System analysis
• Database principles and modelling
• Software design methods
• Security principles
• C#
• ASP.NET
• Python
• C++
• Java
• HTML
• CSS
• SQL

Github Repository: <https://tanyahendricks.github.io/BSC-IT-PROJECTS/>

Software applications:

- MS DOS, Linux (with GUI), Microsoft Windows: NT, 98, 2000, XP, Vista, Win7, Win10
- Netscape, Opera, Firefox, Google Chrome, Microsoft: Internet Explorer, Edge
- Lotus: 123, Word Pro
- Microsoft Office: Excel (graphs, pivot tables, advance functions, data analysis tools and VBA), Word, PowerPoint, Outlook
- Corel Draw, Publisher, Paint 3D
- Windows Video Editor, Wondershare Filmora
- Sage Pastel Xpress, Partner, Evolution, Business Intelligence
- Novtel Rental Information Systems
- Public Information Systems: BAS, LOGIS
- Microsoft: Visio, Project, Draw.IO
- Microsoft Visual Studio, IDLE, CodeBocks, Notepad++, Atom, BlueJ, Eclipse
- Microsoft SQL Server, MS Access, Oracle SQL Plus, Oracle SQL Developer
- RStudio

Programming

Structured programming

- Fundamentals of the main areas of structured programming including basic structure, data types and functions.
- Knowledge of more advanced structured programming aspects such as arrays, records, file input and output, sorting and recursion

Interface programming

- Knowledge of underlying principles, methods and the application of advanced graphical interface programming, database file handling, web-based and web-based applications.
- Identify problems, analyze and evaluate them critically and propose solutions through the design and development of applications with the emphasis on user-friendly interfaces.

Programming languages:

- Python, C++, C#, Java, HTML, CSS, SQL, R

Types of exercise programs written for academic assignments:

- Windows Form programs with C#
- ASP.NET Web programs with CSS, HTML & C#
- Console programs with Python, C++ & Java
- Encryption programs with C#

Artificial Intelligence

- Different forms of logic and search algorithms

Software system analysis and design methods

Principles of system development principles

- Context of system analysis and design methods
- Information system building blocks
- Information systems development
- Project management

System Analysis Methods

- Fact-finding techniques for requirements discovery
- Modelling system requirements with use cases
- Data Modelling and analysis
- Process Modelling

Advanced database design and modelling

Concepts, data models, normalization, database objects, etc.

Principles of Information Technology Security

Understanding the need for security

Legal, ethical and professional issues in information security

Planning for security

Risk management

Security technology (Access control, Firewalls and VPN's)

Intrusion detection and prevention systems

Cryptography

Networking principles

Layers network architecture, algorithms, protocols, security, etc.

Mathematical principles

Statistics (descriptive and inferential)

Basic mathematical techniques to formulate mathematical solutions to problems.

Discrete mathematics Quantitative analysis



WORK EXPERIENCE

Financial Analyst / Senior State Accountant
• Nov 2011 – June 2016
• Provincial Government Western Cape Health
• Directorate: Management Accounting / Strategic Budget Analysis
• Reported to Assistant Director, Zach Prins

Directorate Management Accounting: Strategic Budget Analysis is a functioning unit of the PGWC Department of Health that supplies information to the CFO and other stakeholders of the department, for key financial and budget allocation decision making.

Information management

- Collecting data from various sources and electronic systems. (E.g. monthly stats from IM)
- Networking, communicating and interacting with colleagues and stakeholders at various levels of management; independently and unsupervised. (E.g. HR, MDHS & RDHS management, various health facilities, City of Cape Town and Provincial Treasury)
- Developing specific goals and plans to prioritize, organize, and accomplish the desired information output.
- Scrubbing and normalization of input data to ensure output accuracy.
- Identifying underlying data relations. (Used in creating mapping tables).
- Process information by compiling, categorizing, calculating and tabulating
- Auditing, or verifying output information or data.
- Update, interrogate and follow-up on information for various databases. (e.g. Approved Post List database used for HF2 form processing)
- Handling queries and complaints, settling disputes or negotiating with others. (E.g. the communication link between Health institutions and City of CPT regarding disputed municipal accounts.)
- Consulting and rendering technical support. (E.g. consulting with management w.r.t format of new reports; training new staff; assisting Health institutions with municipal account balance analysis)

Financial analysis and decision support

- Extract financial and statistical information from various data sources for budgeting processes and expenditure projection.
- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. (Analyse expenditure and other data to identify expenditure trends and investigate deviations from historical data)
- Create reports tailored to user requirement. (In the format of bar charts, scatter graphs, information tables, spreadsheets, pivot tables etc.)
- Verbally presenting reports and findings to meeting audience. (E.g. presenting Expenses vs Cost report Metro exec at MDHS FMC)
- Data analysis and reconciliation. (E.g. disputed municipal account reconciliation)
- Building new models; maintaining and improving existing databases.

Monthly management reports

- Collect raw telephone usage data from ISM and compile summaries per manager of users' telephone cost.
- Calculate monthly financial analysis of different institution. (E.g. analyze expenditure per stats for hospitals)
- Compile monthly reports for management requirements and meetings. (FMC graphs)
- Compile a monthly report of the outstanding debt of City of CPT municipal accounts of all WC Health facilities for H/O management.

Financial and accounting

- Devise strategies and policy to solve problems such as unpaid municipal accounts
- Analyse municipal accounts; reconcile the outstanding dues of the City of CPT and that of the institution to facilitate payment, write-offs, interest de-accruals, etc. in order to resolve outstanding balances
- Work cooperatively with entities and municipality to facilitate timeous settlement of municipal debt
- Acquire knowledge of and implement financial policy and instructions.
- Report non-compliance with financial policies and drive remedial action. (E.g. pertaining to municipal accounts)

Automation

- Interacting with a broad range of users for information requirements and end-user information needs.
- Create excel programs and macro development to aid with report writing
- Research systems, applications, etc. to find more effective alternatives to perform and streamline operations.
- Continually improving skill set in order to stay abreast of developments in the field of business intelligence. (E.g. become acquainted with MS SQL)

Admin and ad-hoc duties

- Ensure that component Strategic Budget Management's Leave Register is maintained.
- Attend to ad-hoc office admin duties
- Recruitment and selection process of new financial analysts. (e.g. shortlisting, testing and interviews.)

Management duties (Senior State Accountant)

- New staff training and mentoring.
- Managing staff duties and performance appraisal.



WORK EXPERIENCE CONTINUED

Rental Accountant
• April 2009 – March 2011
• Rola Car Rental (Pty) Ltd a subsidiary of Rola Motor Group
• Rental division of automotive group
• Reported to Financial Manager, Wiehan Grobelaar

Rola Auto (Pty) Ltd t/a Rola Car Rental is a vehicle rental company and a division of the Rola Motors Group. I was appointed as the accountant and with the opening of a new branch in Cape Town the position held the prospect of developing into a Financial Manager.

Ensure that the organization is profitable and that investor requirements are met

- Measure daily cash flow and prepare relevant reports for management, to determine and manage trading capital requirements.
- Constantly monitor and assess the risks facing the relevant business units and implementing the appropriate systems and processes to minimize potential risks facing the organization.
- Ensure that segregation of duties is applied and reviewed regularly.
- Ensure that the asset register is up-to-date and accurate at all times.
- Analyze usage of vehicles and management systems and implement corrective measures where required.
- Advise department managers/staff on financial and stock management systems.
- Report by exception on rental drivers and debtors' days.
- Ensure the rental and credit agreement terms are communicated to all customers and monitor the implementation of rental and credit policies.
- Obtain assistance where necessary in obtaining payment from overdue customers.
- Take maximum advantage of the agreed supplier's payment terms.
- Ensure agreed payment terms are not exceeded.
- Negotiate cash settlement discounts where possible.
- Ensure all supplier queries are handled promptly.
- Ensure all purchases are made against official purchase orders.
- Ensure the organization's banking and cash management procedures are adhered to and ensure that all the required reconciliations and tax schedules are completed accurately and timorously.
- Report writing for management's information requirements.

Manage staff and customer relations and maintain and improve departmental service delivery

- Manage rental staff.
- Provide assistance and training to ensure that staff in all relevant departments are able to use the relevant financial systems competently and implement financial and operational policies.
- Advise staff members and management on financial and computer-related matters.
- Establish and continuously monitor and improve inter-departmental communication processes.
- Ensure that all staff members and management have access to relevant, up-to-date and accurate information at all times
- Resolve issues such as customer complaints.
- Facilitate change management by introducing and implementing systems and working methodology.

Ensure that all internal business processes are executed and the appropriately reported

- Preparation of annual and monthly business plans and budgets.
- Ensure that audit requirements are met and provide all relevant information to the company auditors according to required deadlines.
- Prepare all relevant monthly, quarterly and annual statutory reports and returns.
- Compile the financial and tax packs in accordance with SARS regulation as well as company policies and procedures.
- Analyze all reconciliations and ensure that it is kept up to date, signed off and checked.
- Reconcile items and inter-branch reconciliations to be followed up and resolved within company parameters.
- Ensure that the following cycle is completed efficiently and timeously: debtors, cashbook, creditors, vehicle purchases, vehicle invoices.
- Month-end / year-end schedules to be updated.
- Develop, write and integrate policies to streamline activities, eliminate risk and attain organizational objectives.
- All documented company policies/procedures are implemented and adhered to.
- Implement, promote and live the Rola-way.
- Journalize the monthly general ledger analysis for salaries.
- Ensure that all financial data captured is accurate and captured timeously.
- Monitor the financial performance of all departments and ensure that information received is accurate and up-to-date.
- Ensure that accurate financial information is reflected in the management accounts.
- Provide monthly statements to departmental managers and relevant stakeholders
- Assist managers and stakeholders with financial analysis where necessary.
- Identify variances in the budget compared to actual performance.
- Analyze and explore variances or discrepancies in financial information, and make recommendations to staff and managers to develop contingency plans where required.
- Ensure all income and expenditure is accurately accounted for in accordance with company policies and procedures.
- Prepare relevant financial statements and management reports on a monthly basis
- Implementation of systems at new dealerships or departments.
- Special assignments or tasks.



WORK EXPERIENCE CONTINUED

Assistant Accountant

- Jan 2006 – Feb 2009
- Maitland Vinegar Works (Pty) Ltd a subsidiary of Pioneer Foods
- Vinegar Manufacturer for local and export markets
- Reported to Financial Manager, Lauren Tait

Maitland Vinegar Works is a vinegar and condiment manufacturing concern and a subsidiary company of Pioneer Foods, that supplies 70% of the local market as well as export markets. I was initially appointed as Bookkeeper, advanced to Assistant Account.

Assistant Accountant Duties

- Supervision/ training of bookkeeper, creditor's clerk and certain duties of payroll clerk.
- Timekeeping, performance assessment and succession planning of subordinate roles.
- All month-end journals: provisions, rebates, accruals, pre-paid write off, Interco postings.
- Month-end sales analysis and management reporting
- Monthly compilation of consolidated financial reports for Pioneer Foods
- Monthly debtors days report for Pioneer Foods
- Monthly budget vs. actual variance report for various departmental managers
- Monthly reconciliation of all balance sheet accounts
- Reconciling all bank accounts (6xcurrent, 2xcall and 2xCFC)
- Maintaining fixed asset register and depreciation on a monthly basis
- Coordinating and assisting in monthly stock takes
- Maintaining holding company's long-term loan account schedules and interest calculations.
- Inter-company loans- and Inter-company debtor-creditor- balancing & Interco Interest charges.
- Scrutinizing and authorizing creditor reconciliation for payment by the Financial Manager
- Liaising with SARS, Department of Labour, WCA Commissioner, etc. for statutory requirements.
- Returns: EMP501, EMP501 recon, VAT501, Pension Schedule, Medical Aid Recon, WCA, UI-19, Unions Fees and Garnishee Orders
- Applying for annual tax clearance- and workman's compensation- good standing certificates
- Arranging Import, foreign currency payments (FEC's) with the bank's Forex division.

Bookkeeper Duties

- Full bookkeeping-to-trial balance function of all companies in the group.
- Cash books processing.
- Month-end journals.
- VAT compliance.
- Maintaining the fixed asset register on Pastel Evolution.
- Assistance with monthly stock-takes and stock reconciliations.
- Maintenance of pricing file to the standard required by the managing director.
- Preparation and posting of month-end creditor accruals.
- Petty cash reconciliations.
- Preparation of cheque payments.
- Thorough checking of all creditor reconciliations.
- Monitoring and control of the standard of the finance department's filing.

Bookkeeper

- Sep 2004 – Dec 2005
- Kiwi Design cc + A White Electrical cc
- Kitchen fitters + Electricians
- Reported to the owner, Shane Dickey

Kiwi Designs and AA White Electrical were two independently functioning companies, in the construction industry, operating from the same physical business premises.

- Full Bookkeeping to trial balance function
- Supplier purchase order, supplier invoice capture, reconciliation and internet bank payment
- Customer quotes processing, contracts invoices, statements and debt collections
- Payroll, cash wage payouts and internet bank payments
- All Returns
- Petty Cash administration
- Human resource administration and management: appointments, dismissals, disciplinary etc.
- PA duties for managers, all admin and reception duties.

Call Centre Order's Clerk

- Feb 2003 – Aug 2004
- Miglio Jewellery (Pty) Ltd
- Designer Jewellery Manufacturer
- Reported to Admin Manager, Terry Bridge

Miglio Jewellery is a designer costume jewellery manufacturing concern, distributing through a network of consultants who purchase stock via a mail-ordering sale system.

- Capturing of telephonic faxed and e-mail sales orders
- Updating and retrieving customer-related reports
- Monthly debtor statements
- Resolving debtor account queries
- Taking reservations for Miglio functions, training workshops and new product line launches



WORK EXPERIENCE CONTINUED

Admin Officer
• Mar 2000 – Jan 2002
• Shoprite Checkers Head Office CPT
• Retail Chain Store
• Reported to Central Control Manager: Sashi Janda

Shoprite Checkers is a retail chain with branches expanding across the continent. I started as Buyer's Assistant at Head Office, Non-Foods Buying Department under Head Buyer, André Van Staden and advanced to Admin Officer at Central Control. Central Control was a small unit responsible for maintaining the purchases databases and for resolving information system end-user issues, raised at various levels within the organization.

Admin Officer duties

- Maintaining and updating databases of stores, warehouses, suppliers and product info.
- Linking above mentioned data field parameters in order to run and retrieve reports with relevant info.
- Resolving conflicting info in databases, logged as queries by branch level and other system users.
- Liaising with IT department on in-house computer system end-user feature modifications.
- Configuring individual system users, user-rights and user-views on the in-house system.

Buyer's Assistant duties

- Creating purchase orders for local and foreign suppliers.
- Linking shipping details (Bills of lading, forwarding agents, customs & excise info, etc.) to importers shipments.
- Foreign cost price conversions.
- Liaising with foreign and local supplier for purchases.
- Processing stock allocations from warehouses to branches.
- Liaising with warehouses and branches regarding stock allocations

HOBBIES & LEISURE

Hobbies
• Cooking & baking
• Gardening
• Sewing, craft, interior décor, DIY projects
• Puzzles
• Music

Leisure time activities

- Enjoy outdoor life: Hiking, picnics, beach walks, mountain walks.
- Memorable moments with family and friends
- Member of Full Gospel Church – Somerset West
- Enjoys theatrical productions, musicals, etc.
- Flea markets and places of interest
- Research interesting topics on the internet
- Video gaming with family
- Watch DC and Marvel movies or series with family

TESTIMONIALS & REFERENCES

Testimonials
• Zandvliet High School: Testimonial - 1999
• Zandvliet High School: Profile - 1999
• Maitland Vinegar Works: Referral letter - 2008
• Rola Motor Group: Referral letter - 2011
• PGWC: Performance Assessment – 2013
• PGWC: Performance Assessment – 2014
• PGWC: Performance Assessment – 2015
• PGWC: Certificate of Service – 2016

References

- Assistant Director / Zach Prins / PGWC Health (Strategic Budget Analysis) / (021) 483 4217
- Financial Manager / Wiehan Grobbelaar / Rola Motor Group / (021) 841 8013
- Financial Manageress / Lauren Tait / Maitland Vinegar Works Group / (021) 845 4013