**PERSONAL INFORMATION**

Language: English, Afrikaans

Date of birth: 28.12.1972

Health: Excellent

Family: Married with 2 boys

Driver’s license: SA/International, Class B (Passenger vehicle license)

**QUALIFICATIONS**

Grade 12 (matric)

Local Government Accounting Certificate (AAT): Recording Income & Receipts, Making & Recording Payments, Working with Computers, Accounting Work Skills, Professional Ethics

Local Government Advanced Accounting Certificate (AAT): Financial Accounting & Reporting, Recording Cost Information, Cash Management & Credit Control, Operating Computerised Accounting Systems, Presentation of Financial Data for Decision-making

**OTHER**

Quality customer care programme

Course in fundamental accounting

Telephone etiquette

**SYSTEMS/PROGRAMS/SOFTWARE**

MS Word

MS Excel

MS PowerPoint

Pastel Evolution

L@W and Korbitec (Rates clearance for property transfers)

Groupwise (group e-mail)

SAMRAS/DB4 (Municipal database)

Searchworks (Deeds office database)

GIS Web (Geographic Information System)

Syntell (repaid electricity database)

Collaborator (electronic correspondence database)

**WORK HISTORY**

**Recent**

Dec 2013 – currently: housewife/temping at Overstrand municipality

Dec 2004 – Nov 2013: Overstrand municipality, Gansbaai, South Africa

Reason left: Preparing to move to Canada

Position: Senior clerk – Finance

Duties: Review, process and finalise applications for rates clearance for transfer of properties

Review, process and finalise all relevant enquiries allocated via Collaborator

Review, process and finalise all applications for pensioner-, farming-, conservation-, disability-, business- and any other rebates

Handle all relevant telephone enquiries, as well as front office clients

Prepare any necessary journal entries for corrections of accounts and checking/approving batch journals of junior clerks

Draw up any necessary letters to clients regarding any adjustments made to accounts, requests for information and any other subject

Finalise accounts and prepare refunds for any credit balances

Creating new owner accounts after registration of property

Refer all newly registered subdivisions and consolidations to the valuation department

Liaise with Technical-, Townplanning- and Building departments regarding new developments, to ensure all conditions are met before clearance and after registration

Activate electronic debit payments as requested by clients

Update the database as necessary

Helping out as needed – cashier, Client Services, Metering Services, Valuations and any other duties given by the Senior Accountant

**Previous**

1998 – 2004: Overstrand municipality, Gansbaai, South Africa

Reason for change: offered permanent position

Position: Relief/auxiliary in various departments: switchboard, metering services, accounts, cashier, vehicle registration/licensing, creditors and library

Duties: Any administrative/clerical duties as required

1995 – 1998: various temporary jobs in local businesses, Gansbaai, South Africa

Reason for change: started doing auxiliary/relief work exclusively for Overstrand municipality

1990 – 1995 Cape of Good Hope bank, Cape Town, South Africa

Reason for change: moved to Gansbaai, South Africa

Position cashier/clerk

**REFERENCES:** F Myburgh,

Area Manager: Gansbaai

Overstrand municipality

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JC Vermeulen,

Accountant, Directorate: Finance,

Overstrand municipality

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