Curriculum Vitae

Of

Pravin Gewanlal

Financial Manager

Index

|  |  |
| --- | --- |
| Personal Information | A |
| School Qualifications | B |
| Tertiary Qualifications | C. I & C. II |
| Computer Literacy | C. III |
| Employment History-: |  |
| Current – Past Positions | D. I to D. V11 |
| References | E |

I herewith submit to you my Curriculum Vitae in good faith in the hope of finding suitable employment within my career spectrum. All information contained in this document is strictly confidential and may be used for its intended purpose only.

I hereby declare that all information disclosed herein is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Pravin Gewanlal

A

**Personal Information**

|  |  |
| --- | --- |
| First Name | Pravin |
| Surname | Gewanlal |
| Identity No. | 7002205224081 |
| Contact Information | 083 787 8332 |
| Gender | Male |
| Marital Status | Married + 2 |
| Nationality | South African |
| Own Transport | Yes |
| Criminal Offences | None |
| Health | Excellent – non smoker |
| Language | English, Afrikaans (fair) |
| Interests & Hobbies | Fishing, watching sport, family activities |

**My Personal Attributes**

I am an honest, reliable, hard working, go-getter who is deadline driven, and pays specific attention to detail. I believe communication is the key to successful management and staff cohesiveness. I am open to suggestions and constructive criticism as well as knowing when to give them out. I have been in the property industry for some eighteen years coupled with six years exposure to auditing prior to that and I believe I have accumulated a wealth of knowledge and expertise in this very specialised field.

**B**

**School Qualification**

|  |  |
| --- | --- |
| School Attended | Glenhaven Secondary School - KZN |
| Highest standard passed | Matric |
| Subjects Passed | Mathematics  Accounting  Physical Science  Biology  English  Afrikaans |
| Period | 1983-1987 |

# C. I

**Tertiary Qualifications**

|  |  |
| --- | --- |
| Institute | Damelin Business School, Randburg |
| Proposed Qualification | B Com (in progress) |
| Student No. | 5060988 |
| Credits Achieved | Accounting I & II  Business Management I & II  Entrepreneurial Law  Economics I & II  Business Law  Computer Skills 1 & 11  Business English |

|  |  |
| --- | --- |
| Institute | University of Pretoria (SACSC) |
| Qualification | Certificate in Shopping Centre Management |
| Student No. | 0/02376 |
| Year | 2011 |
| Achievement | Passed |

|  |  |
| --- | --- |
| Institute | Damelin Business School, Randburg |
| Qualification | Diploma in Financial Management |
| Student No. | 5060988 |
| Year | 2005 |
| Achievement | Passed with distinction |

**C. II**

**Other Education**

|  |  |
| --- | --- |
| Broll Property Academy | Advanced Excel  Budgeting Modules  Pivot Tables  Internet Banking |

**C. III**

**Computer Literacy**

|  |  |
| --- | --- |
| Accounting Packages/Property Management Software | Nicor Property Manager Finpro & Proppro  Broll Online System  BPMS-Broll Property Management System  MRI – Management Reports Incorporated  Millenium – Old Mutual Props Online  Propsys - Propac  Pastel Evolution  Power-Term  Hotkey  Solution 62 |
| Spread Sheets | MS Excel Windows 10  Pivot Tables |
| Word Processors | MS Word |

**D**

**Employment History**

**D, I**

**Current Position**

|  |  |
| --- | --- |
| Employer | Akhona Broll Properties |
| Address | 27 Fricker Road - Illovo |
| Position Held | **Financial Manager - Southgate Mall & Southgate Value Market** |
| Duties & Responsibilities | My position directly reports to the director and co-owners of Southgate Mall & Southgate Value Market, and my core functions include-:  **A**- Preparation of the full financial reports and schedules for Southgate Mall and Southgate Value Market. This includes the preparation of the financials for the Manco pack and ensuring that all the aspects of the management contract are adhered to. This entails the general ledgers, trial balances, income statements and balance sheets.  **B**- My function includes preparation of budgets, forecasts, cash flows and the control thereof; the management of the leasing administration duties to ensure that leases are correctly drawn up and input onto the system; sound control of the debtors’ administration to restrict arrears, eliminate vacancies and maintain occupancies. Preparation & rendition of statutory returns, Vat, Cipro, etc.  Other duties are meeting & liaison with clients, their auditors, etc on a regular basis  **C**- Supervision of the debtors and creditors dept. ensuring all rentals and recoveries are collected on time; minimizing arrears and keeping bad debts to a minimum, liaising with our legal team to recover debts; ensuring that all municipals, contracts and maintenance bills are paid timeously. Management of the operations and procurement functions. |
| Period of Employment | May 2009 to Current |

**D. II**

**Past Position**

|  |  |
| --- | --- |
| Employer | Kuper Legh Property Group |
| Address | 66 Wierda Road East Sandton |
| Position Held | Financial Manager |
| Duties & Responsibilities | My position directly reported to the director and my core functions included-:  **A**- Fulfilling the full Financial aspect of the property management function of the managed portfolios which comprise 26 properties belonging to the **Vukile Property Fund – Sanlam Properties Listed Fund**. This included the preparation of the Manco pack and ensuring all the aspects of the management contract are adhered to. This entailed preparation of budgets, cash flows, projections, general ledgers, trial balances, income statements and balance sheets.  **B**- Ensuring that the management business is economically viable, by controlling the cash flows, adhering to budgets, management of staff and preparation of the management accounts on a monthly basis.  Consolidation of business accounts and reporting of the inter – company accounts.  Preparation & rendition of statutory returns, etc.  Other duties are meeting & liaison with clients, their auditors, etc on a regular basis  **C**- Supervision of the debtors and creditors dept. ensuring all rentals and recoveries are collected on time; minimizing arrears and keeping bad debts to a minimum, liaising with our legal team to recover debts; ensuring that all municipals, contracts and maintenance bills are paid timeously. Lease administration and adhering to tenant management procedures. |
| Reason for Leaving | Relocation |
| Period of Employment | 01/05/2008 – 30/04/2009 |

**D. I1I**

**Past Position**

|  |  |
| --- | --- |
| Name of Employer | Broll Property Group |
| Position Held | Accountant – Fountainhead Properties |
| Address | 27 Fricker Road - Illovo |
| Duties & Responsibilities | Managed the industrial portfolio of the **Fountainhead (Allan Gray) Listed Property Fund,** total asset value in excess of R2 billion. My duties included preparation of annual budgets, reviews, reporting of the monthly financials by preparing a management report that details the income and expenditure versus the budget with a detailed variance report. |
| Reason for Leaving | Head Hunted |
| Period employed | 01/10/2007 – 30/04/2008 |

# D IV

# Past Position

|  |  |
| --- | --- |
| Name of Employer | Framework Property services |
| Address | 4 Boundary Road |
| Position Employed | Financial Manager |
| Duties & Responsibilities | Framework were a medium sized property company with their main focus on residential property ownership and management in and around the Johannesburg CBD providing accommodation to the middle to lower income earners. I handled all the financial duties of the business that included cash flows, budgets, trial balances, income statement and balance sheets, supervision of the debtors and creditors staff; liaising with auditors and reporting directly to the directors. |
| Reason for Leaving | My expertise was in the commercial, industrial and retail aspects of property. |
| Period employed | 01/06/2003 – 30/09/2007 |

**D V1**

**Past Position**

|  |  |
| --- | --- |
| Name of Employer | Colliers International |
| Address | 22 Fricker Road Illovo |
| Position Employed | Senior Accountant – Resilient Properties |
| Duties & Responsibilities | My duties encompassed the full financial functions on the **Resilient Properties Portfolio** owned by Nedbank, total asset value in excess of R2,5 billion. My responsibility was to perform all the accounting functions to balance sheet culminating in preparation of management reports were the financials were discussed in management meetings. All duties that were previously mentioned were performed on a monthly basis. |

|  |  |
| --- | --- |
| Name of Employer | Colliers International |
| Address | Smith Street, Durban KZN |
| Position | Accountant – Murray & Roberts Props |
| Duties & Responsibilities | My duties encompassed the full financial functions on the **Murray & Roberts Portfolio**, total asset value in excess of R2 billion. My responsibility was to perform all the accounting functions to balance sheet culminating in preparation of management reports were the financials were discussed in management meetings. Supervision of debtors, creditors and relevant staff. |

|  |  |
| --- | --- |
| Employer | Colliers International |
| Position | Accountant – Old Mutual Properties |
| Duties & Responsibilities | My duties encompassed the full financial functions on the **Old Mutual Properties Portfolio**, total asset value in excess of R3 billion. My responsibility was to perform all the accounting functions of the portfolio by preparing budgets, cash flows, projections, forecasts monthly and annual trial balances, income statements and balance sheets culminating in preparation of management reports were the financials were discussed in management meetings. Supervision of debtors, creditors and relevant staff. |
| Other | Manager Trust Accountant - Colliers |
| Duties & Responsibilities | Supervision of the debtors and creditors staff including the municipal accounts dept; manage the damage deposit refund account. Various bookkeeping functions. |
| Reason for Leaving | Colliers were retrenching and I needed stability |
| Period employed | 01/05/1995 – 31/05/2003 |

**D V11**

**Past Position**

|  |  |
| --- | --- |
| Employer | G Luiz CA(SA) |
| Position | Office Administrator / Senior Bookkeeper |
| Address: | Berea Road, Durban KZN |
| Duties & Responsibilities | Various bookkeeping functions, auditing, debtors, creditors |
| Reason for leaving | No growth – very small auditing firm |
| Period of Employment | 01/02/1989 – 30/04/1995 |

**E**

**References**

|  |  |
| --- | --- |
| **References:** |  |
| (1) Southgate Mall Centre Management | Mr. Jose Maponyane |
| Designation and contact no | General Manager  072 471 2880  011 – 408 0408 Ext 85040 |
| (2) Broll Property Group | Mr. Donovan Agar |
| Designation and contact no | Executive Director – Fountainhead Property Trust  083 607 0747 |
|  | Mr. Yusuf Suliman |
|  | Financial Manager – Fountainhead Property Trust  083 443 7145 |
|  | Mrs. Yvonne Behari-Ram |
|  | Director – Internal Audit  082 496 8565 |
| (3) Framework Property Group | Mr. Steven Solarsh & Mr. Joel Neuhaus |
| Designation and contact no | Directors  Mr. Solarsh – 082 663 3772  Mr. Neuhaus – 082 553 3445 |
| (4) Colliers International | Mr. Melvin Munsamy |
| Designation and contact no | Financial Manager – 083 780 6917  031 – 267 2001 |
| (5) Colliers International | Mr. Wayne Mollentz |
| Designation and contact no | Portfolio Manager – Resilient Properties  011 – 340 3333 |
| (6) Colliers International | Mr. Ian McCarthur |
| Designation and contact no | Portfolio Manager – Old Mutual Properties  031 – 267 2001 |
| (7) G Luiz CA(SA) | Mr. Mack Beehari |
| Designation and contact no | Senior Bookkeeper – 031 269 2005 |