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| **PERSONAL DETAILS** |  |
| Nationality: | South African |
| ID Number | 810821 0707 082 |
| Residential Address: | 74 Egret Drive, East Village, Carletonville 2499 |
| Mobile: | 076 904 6193 |
| Email address | [unathima@fraseralexander.co.za](mailto:unathima@fraseralexander.co.za) |
| Health: | Good |
| Languages Proficiency: | Xhosa (home), English (good), Zulu (good), South Sotho (good), Afrikaans (good) and Tswana (good). |
| **EDUCATION** |  |
| **Tertiary education: Currently** | **University of South Africa (Unisa)** |
| Period | 2005 |
| Qualification | National Certificate – Business Management |
| Modules | Finance & Accounting, Marketing, Business Economics , Business Communication, Self Management |
| **Secondary Education:** | Carleton Jones High School |
| Period | 1996 – 1999 |
| Subjects passed: | English 1st Language, Afrikaans 2nd Language  Mathematics , Biology, Home Economics  Physical Science, |
| **WORK EXPERIENCE** |  |
| **Fraser Alexander Tailings: Carletonville** | **26 September 2011 – to date** |
| Position | **Financial Assistant** |
| Duties / Responsibilities: | * Preparing cashbook payments for head office * Liaise with Nashua mobile with our cell phone queries * Responsible for Reconciling the cell phone account * Assist the Financial controller with the journals & with everything she needs * Capturing the PPE, Diesel & Plant on to the system from all our sites * Reconcile all the stores once the creditors has closed their month end * Responsible for all the fines we get for our business unit |
| **Murray & Roberts Cementation: (Head Office)** | **01 February 2010 – 30 May 2011** |
| Position | Cashbook Controller |
| Duties / Responsibilities: | * Handling the petty cash for the company * Reconcile of the bank statement to the general ledger * Making payments to creditors on time * Paying Cash Vendors every week * Updating the debtors departments about the payments on daily basis |
| **Murray & Roberts Cementation: (Head Office)** | * **July 2005 - 30 January 2010** |
| Position: | Costing Clerk / Accounts Clerk |
| Duties / Responsibilities: | * Processing Purchase orders on JDE * Preparing spreadsheets for Revenue * Audit all the costs for the division * Controlling the petty cash for Mining Services * Helping the debtors department with invoicing * Age analysis * Reconcile the general ledger accounts monthly * Assisting the Site Accountant & Management Accountant |
| **Cementation Skanska Mining (Carletonville)** | **30 April 2003 – July 2005** |
| Position | Filling / Creditors Data Capturer |
| Duties / Responsibilities | * Capturing Invoices on Syspro * Creating Purchase orders manually * Payment requisition for cheque payments weekly * Sorting out queries * Filling orders & invoices |
| **SKILL AND ACHIEVEMENT** |  |
| * Able to work in a team and independently * Assertive * Capable of self-management * Competent * Creative thinker * Good Analytical skills * Good Communication skills * Good Interpersonal skills | * Good leadership skill * Manage diversity well * Self driven * Solution orientated and does follow ups for feed backs * Work well under pressure * Computer Literate |
| **HOBBIES AND INTERESTS** |  |
| Reading any constructive material  Cycling, Going to gym & Travelling |  |
| **REFERENCES** |  |
| Bennet Skomere – Admin Manager  Murray & Roberts Cementation  Len Reynecke – Area Manager WBU  Fraser Alexander Tailings | (w) 011 201 5109  (c ) 082 888 5288  (c ) 082 805 0435 |