SKILLS

PERSONAL SUMMARY

Detail-oriented, efficient and organised professional with extensive experience in Accounting and Human Resource Management. One of my strongest points is my self-motivation which allows me to perform well under pressure and against aggressive deadlines in any pressurised environment. Being a highly analytical thinker, I can quickly identify, scrutinise, improve and streamline complex work processes. I also consider myself to be a professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings. Possessing excellent communication skills and having this ability to communicate professionally with clients and colleagues on detailed financial issuers.



**ATTRIBUTES**

* **Management**
* **Leadership**
* **Fast Learner**
* **Honest**

**Financial**

* Financial projects management
* Financial accounting
* Strategic business reviews
* Cash Flows Management
* Asset management
* Financial performance
* Product Costing
* Budget and forecasting
* Balance Sheet and Trial Balance
* Draft Financials
* Audit Preparation
* Accounts Payable and Account Receivable
* Credibility / Integrity

**Human Resource**

* Business Management & Leadership Skills
* Human Capital Development Skills
* Communication & Interpersonal Skills
* Strategic Thinking & Planning Skills
* Workplace Culture Development Skills
  + - * Developing Skills for Effective HR Management
      * Disciplinary Hearing

**Health & Safety**

* Undertaking risk assessment and inspections
* Investigating/recording incidents and accidents
* Identifying potential hazards
* Writing internal health and safety policies and procedures
* Keeping up to date compliance with health and safety

TECHNOLOGY

* Quickbooks
* Sage Pastel Partner

**Organisational Leader** – Be an effective organisational leader and a Key member of senior management

* Order CTRL.
* Sage VIP Payroll
* Time and attendance
* SARS – Efiling
* Microsoft: Excel, Word and Office outlook

**Business Partner & Steward** – Balance the responsibilities of stewardship with business partnership

EDUCATION

* Hoerskool Florida – Matric 2000
* Damelin – Booking TB – Diploma
* Damelin – Financial Management – Certificate
* Damelin – Pastel - Certificate
* VIP Excel on Steroids – Certificate

**Integrator & Navigator** – Act as the integrator and navigator for the organisation

* Biztech – Stock Control – Certificate
* Labournet – Interviewing Successful Recruitment – Certificate for attendants
* Labournet – Incident Accident Investigation – Certificate for attendants
* Laboutnet – Disciplinary Hearing – Certificate for attendants

PERSONAL INFORMATION

**Finance & Accounting Leader** – Be an effective leader of finance and accounting function

* Nationality: South African
* ID Number: 8207020517082
* Contact details: 071-471-3922
* Email address: garberswendy@gmail.com
* Language: English and Afrikaans
* Married with two kids

**Professional** – Bring professional qualities to the role and the organisation

* Drivers Licence – Code 8

**LUMOSS MOULDINGS (PTY) LTD**

*Company Description: Plastic Injection and Blow Moulding Manufacture for Promotional and Retail Sectors*

Position: Chief Financial Officer Duration: 01st July 2017 till Current

Position: Senior Accountant and Human Resource Manager Duration: 12 June 2010 till 30th June 2017

**Chief Financial Officer and Senior Accountant**

Performing all task necessary to achieve the organization financial mission.

Assisting in formulating the company future direction.

Ensure adequate control are installed and that substantiating documentation is approved and available such that all purchase may pass independent and governmental audits.

Management of all financial reporting including: Draft Financial, Management Account, Profit and Loss, Costing and Budget.

Dealing with a turnover of R55 million per year.

Oversee all purchasing, payroll and commission - (monthly and weekly).

Weekly wages (120 employee) and Monthly Salary and Commission (35 employee)

Develop and maintain system of fixed assets.

Monitor Banking activates.

Ensure adequate cash flow, daily forecast.

Oversee Accounts Payable and Account Receivable and ensure a disaster recovery plan is in place.

Training the Finance department and other staff on raising awareness and knowledge of financial management matters.

**Human Resource Manager**

Service delivery and information. Managing HR information professionally.

Create and Implement all company All Policies and Procedures

Organisation design. Managing structural change and ensuring the organisation is appropriately designed.

Organisation development. Ensuring the organisation’s workforce, culture, values and environment will enable it to meet goals and perform well in the future.

Resourcing and talent planning. Making sure the organisation attracts people who will give it an edge. Managing a workforce with the balance of skills needed to meet short and long-term ambitions.

Learning and development. Making sure that people at all levels of the organisation have the skills needed to contribute to the organisation’s success, and that they are motivated to grow and learn.

Performance and reward. Making sure that reward systems – principally pay and benefits – are fair and cost-effective. Ensuring critical skills, experience and performances are rewarded.

Employee engagement. Supporting employees in maintaining a positive connection with their work, colleagues and the broader organisation, with a particular focus on good relationships between staff and their line managers.

Employee relations. Ensure that the relationship between the organisation and staff is managed within a clear and appropriate framework.

Retrenchment and Disciplinary

**Health and Safety**

Preparation of risk assessment and safe work method statement.

Assisting in Operation Procedure

Staff Training and development

Organizational skills

Achievement: Created Company recycling program – Plastic Regrind / Paper / re-use Oil

Implemented more efficient manual handling techniques

**BRIAN’S AUTO**

*Company Description: Automotive service technicians, diesel and petrol*

Position: Bookkeeper and Payroll Administrator Duration: Two (2) Years

Reason for leaving: Professional Growth (Fathers Company)

Summary

* Monthly Accounting – Balance Sheet and Income Statement
* Managing the financial day to day operational aspects of a projects.
* Profit and Loss
* Monitor Bank activities
* Implementation of new financial procedure to ensure best practice
* Accounts Payable and Account Receivable
* Fixed Assist
* Payroll
* Ensuring compliance and statutory reporting and submission
* Personal Tax return
* Buyer

**KE CONCEPTS**

*Company Description: Microsoft Silver Partner and accredited Independent Software Vendor, with access to specified Microsoft-based technical resource and support*

Position: Bookkeeper and Payroll Administrator Duration: Two (2) Years

Reason for leaving: Helping my father to start new business

Summary

* Monthly accounting – Trial Balance
* Account Payable and Accounts Receivable
* Lease Control
* Fixed Assist
* Payroll
* Ensuring compliance and statutory reporting and submission
* Assisting Financial Manager

**MC MURRAY ALDUM**

*Company Description: Leading provider for tax service, auditing and accounting service*

Position: Bookkeeper Duration: Five (5) Years

Reason for leaving: Professional Growth

Summary

* Monthly bookkeeping – Trial Balance for 30 Clients
  + - * + Engineering Industry
        + Retail Industry
        + Marketing Industry
        + Small business sectors
* Head of VAT 201 Department
  + Sign off all VAT 201 returns
  + Working and Submitting to SARS
  + Court summons