

YOLANDE DAVIDS

75 Rose Street Florida, Roodepoort – 064 658 9259

yolanded1809@gmail.com

Date of Birth: 18 September 1967

Marital Status: Divorced

Nationality: South African

Home Language: English

Other Language(s): Afrikaans

Driver's license: Code 08

Religion: Christian

Career Objectives: To obtain a position in the Company and Industry which would allow me to grow and use my potential, knowledge and experience to the fullest.

EXPERIENCE

14 MARCH 2016 – 30 OCTOBER 2019

PRINCIPLE FINANCE, IMPERIAL RETAIL LOGISTICS – GERMISTON & BEDFORDVIEW

Reporting to: Yolanda Huysamen

Contact details: 011 842 3092

Reconciliation of principals, processing of invoices, processing of credit notes, processing of statements, processing journals, Administrative duties, adhoc

Accounting Package: Proteus, Great Planes & SAP

1 APRIL 2009 – 11 MARCH 2016

ASST.ACCOUNTANT, PATLEYS PTY LTD (BIDVEST GROUP)

Reporting to: Mr J Bothma

Contact details: 011 226 8847

Debtors, Creditors, Cashbook, General Ledger, Trial Balance, Balance sheet, assisting with management accounts.

Reconciliation on all control accounts :

Recons on Income Statement

Recons on Balance Sheet

Journals

Internet Banking

Adhoc Payments

Administrative duties with the banks

Accounting package - Syspro

8 OCTOBER 2007 – 31 MARCH 2009

BOOK KEEPER, EGOLI – FRANS MARX

Reporting to: Kathy Sykes

Contact details: No contact number – company closed.

Half day position.

Invoicing, Debtors, Creditors, Cashbook, General Ledger, Trial Balance. This includes daily reconciliation on all the accounts as well as the credit c Assisting with Salaries - payroll

Petty cash

Typing of cheque books

Bank deposits

Internet Banking

8 AUGUST 1996 – 31 MAY 2007

BOOK KEEPER, KRAMER GROUP – PACIFIC TRADE AND COMMERCE

Reporting to: Mr RC Kramer CEO

Contact details: 011 3254180 / 082 313 2222

PRESENT FUNCTION ACCOUNTING PORTFOLIO

Invoicing, Debtors, Creditors, Cashbook, General Ledger, Trial Balance, Financial reports for various companies.

This includes daily reconciliation on all the accounts as well as Vat return for remittance

Salaries - payroll

Human resources - administer

Petty cash

Forex (ordering of dollars/ conversions) Typing of cheque books

Bank deposits

Internet Banking

Dealing constantly with the company's attorneys and auditors assisting various queries for the company

SUMMARY OF FORMAL DUTIES:

Started with the company as the Receptionist and Girl Friday to Mr Kramer Co-ordinated appointments for both Mr Kramer and Agents Ordering of Stock & Stationary

All calls and returning calls

Scheduling appointments for both business and personal as well as arranging business lunches with high profile clientele

Arranged all trips - personal & business

Complete control of office .To ensure the office operated efficiently during his absence

Faxing & filing

Handled all queries and complaints

Accounting functions - Accpac/Pastel - up until Trial Balance

FULL EXPORT FUNCTIONS INCLUDE:

Ordering of Commodities from different suppliers

Liaising with Freight Forwarder for both Air and Sea shipmen

Liaising with Packing Company

Completion of all export documents, including having them stamped by the bank

Following shipment until final destination Keeping clients informed at all times Handling all queries and complaints

1989 - 1996

MEMBERSHIP CO-ORDINATOR, RESORT CONDOMINIUMS INTERNATIONAL (RCI)

Reporting to: Riana Kirsten

Data capturing, invoicing, reconciliation on all statistics. Liaising with clients and preferred supplier as well as introducing them to our corporates

Submitting weekly consolidated sales report

1987-1989

BILLING, MNET

Reporting to: General Manager

Accounting functions, Debtors, creditors, liaising with clients, Faxing & filing

Handled all queries and complaints

1986-1987

BILLING, TELJOY

Reporting to: General Manager

Accounting functions, Debtors, creditors, liaising with clients, Faxing & filing

Handled all queries and complaints

EDUCATION

1985

CHRIS JAN BOTHA (SECONDARY SCHOOL)

English	HG	Business Economics	SG
Afrikaans	HG	Typing	SG
Accountancy	HG	Biology	SG

COMPUTER COURSES

Introduction to word

Word

Excel

PowerPoint

Birnam College - Letter writing

Brilliant Accounting Package

Accfin/Pastel

Theo's

Syspro

Proteus

SKILLS

- Customer Oriented person
- Practical thinker
- Punctual
- Dedicated
- Perfectionist

ACTIVITIES

Reading various books of different genres. Enjoys cooking for and spending time with family and friends. Occasionally partakes in community activities such as a park run or community charities.