



Sumaiyah Saley

TEFL LEVEL 3

BSc Financial Mathematics and Statistics

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DOB:1989/05/14 Age: 35 South African Female

ABOUT ME

I've always had a passion for English, and recently completed my TEFL Level 3 certificate. This venture into the world of teaching online came out of a need to break away from the traditions of my corporate life and I'm immensely glad I took the leap. I have BSc degree in Financial Mathematics and Statistics and a Higher Certificate in Accounting, coupled with a passion for numbers and problem solving has fueled my 10+ years of experience in a range of Bookkeeping and Financial Administrative roles. This uniquely equips me to assist students with Business Language techniques that can be used in corporate environments.

Skills

Proficiency in reading, writing and speaking English. Previous experience in teaching Secondary school mathematics. Proficient in the use of online tools for learning.

Intermediate skills in Microsoft Excel, creating Macros and spreadsheets using advanced formulae that aim to automate a workload where possible, thus reducing the time involved to capture/distribute data and reducing the risk of human error.

Proficient in English, I have created process documents for every role I have undertaken to assist future candidates in the role, from understanding the role to the day-to-day processes.

An understanding of accounting practices, Debtors and creditors recons, Bank recons, client fee structures. A passion for mathematics and number problems that makes most of my roles enjoyable even when challenging.

Education

Tertiary:

- TEFL Level 3 Certification.
- BSc Degree (Financial Mathematics and Statistics) UNISA – 2014
- Higher Certificate in Accounting – UNISA – 2016

High school:

Wordsworth High School (2006)

Work Experience

2018 – Current (1 calendar month notice period)

Investec Wealth & Investment International (Pty) Ltd

Bank Reconciliations, Client Account Fees administrator and Ops clerk

(Hybrid Office Hours)

Responsibilities

- The noting and monitoring of cessions on client accounts, the release of funds from ceded accounts
- Client Account fee calculations, queries and monitoring
- Interest calculations on Client accounts, correcting incorrectly allocated share deals on client accounts
- Bank Reconciliations
- Liaising with internal and external auditors for supporting documents and understanding of processes

This role has many different facets that allowed me a unique insight to the way a team integrates when all parties understand the requirements of their and their teammates roles. I began as a Bank Recons clerk within the Finance team and was then given responsibilities in other roles in addition to recons.

2012 - 2017

Escience Associates (Pty) Ltd

Bookkeeper

Responsibilities

Capturing invoices, bank recons, payments of creditors, follow up and reconciliation of Debtors accounts. Payroll and payments of SARS VAT and PAYE. Liaising with auditors and collation of supporting documents. Completion of tender documents.

Systems used: Sage Pastel Xpress and Payroll

References available on request