

## WORK HISTORY

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### **AMAWELE GOLF PROMOTIONS, April 2021 – Present (Administration Manager, Accounts, Sales Support)**

- \*Processing of vendor and creditors applications
- \*Capturing cashbook.
- \*Processing of debtors and creditors
- \*Creating of quotes.
- \*Stock ordering and branding
- \*Dispatching of stock nationally and internationally
- \*Picking slips (Pastel)(Intouch)
- \*Invoicing (Pastel)(Xero)
- \*Credit card statement management
- \*Processing of suppliers' invoices.
- \*Supplier admin: orders (Pastel), arrange payment, collections, debtors.
- \*Journal entries
- \*Processing of Representatives sales information for Commission payments
- \*Sales Support
- \*Office Management
- \*Liaison between suppliers, clients, sales representatives, Owner & CFO.

### **GLOBAL GOLF (AMAWELE GOLF PROMOTIONS), WYNBERG JHB, ZA, 2014 – Retrenched Nov 2020 (Covid-19 retrenchment)**

- \*Processing of vendor and creditors apps
- \*Capturing of cashbook
- \*Processing of debtors and creditors
- \*Creating of quotes
- \*Picking slips and invoicing (Pastel)
- \*Credit card statement management
- \*Processing of suppliers' invoices.
- \*Set up and chair of weekly meeting
- \*Supplier admin: orders (Pastel), arrange payment, collections, debtors
- \* Assist accounts manager and financial manager
- \*HR functions
- \*Journal entries

### **ROAD MAINTENACER & SLURRY SEAL, BRAMLEY JHB, ZA 2012 – 2014**

A plant hire and road maintenance company. My initial role as receptionist and admin assistant saw me answering the switchboard, typing letters and documents for the MD and CEO. I created invoices for monthly plant hire accounts (Pastel) as well as supplier admin and PO. Processing of invoices, PO, petrol slip admin and creditors and debtors. I was promoted to Office Manager with portfolios including Accounts.

Supervisor and Payroll Administrator from Jan 2013. My new role saw me as the Accounts Manager, full.

function debtors and creditors, procurement, and all insurance related queries.

I also did full function (med size) payroll on Sage /VIP. Internet banking, petty cash, recons, cash book entries and payments as well as office equipment management was part of my portfolio.

I assisted the MD with HR related functions.

### **FENNER CONVEYOR BELTING, ISANDO JHB, ZA, 2008 - 2011**

Manufacturing and wholesale rubber belting products to the mining and industrial arena of SA. I was employed as a financial controller. This role entailed various admin and financial duties of which the main elements were clock card and time sheet management via Unicloxx, payments recons and stock recons and processing of sales orders, costing of invoices and capturing of invoices on Accpacc. I was also involved in Debtors and Creditors' statements and assisted the Financial Manager as well as answering the switchboard and reception duties when called upon to do so.

## EDUCATIONAL BACKGROUND

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Life Coaching, School of Life

Bachelor in Christian Counselling, Team Impact Christian University, USA / JHB, ZA

Diploma Ministry & Leadership, Destiny Bible College, JHB, ZA

Std 8, President High School, JHB, ZA

## **COURSES**

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Level 5 Cert in Teaching English, TEFL Academy, UK  
Pastel Payroll & VIP Payroll, Sage Pastel, JHB, ZA  
Uniclox, Vision Unique, JHB, ZA  
Office Administration, Rosebank College, JHB, ZA  
Quick Books, Pro Accounting, JHB, ZA

## **ONLINE SHORT COURSE**

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Project Management (April 2020)  
Events Management (May 2020)  
Bookkeeping (May 2020)  
Human Resources Management (May 2020)

## **SOFT SKILLS**

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Time management, Empathy, Integrity, Flexibility, Creativity, Teamwork, Collaboration, Critical thinking

## **PERSONAL**

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I have my own vehicle and a valid code EB, licence.

## **REFERENCES**

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More information and references are available upon request.