

# Curriculum Vitae of Candice Sherban

*NB: Currently relocated in Mauritius - previously living in Cyprus  
My husband has 10yr professional permit and I have dependent permit*

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## PROFESSIONAL ACHIEVEMENTS

- Promoted as Creditors Manager in 2016 for CLF – South Africa.
- Started as "Girl Friday" helping once a week and became one of the companies most valuable employees in the company.
- Achieving target in gross values required in my division to meet my quota for bonuses.
- Managed in 3 months while been new in Cyprus to get voted into the Parents Teacher association at Med High School ( a very reputable Private ) school on the island of Cyprus. I was doing this job alongside my job concurrently, this was a job that we volunteered our time too vs getting paid. I stayed in this role until we left Cyprus in June 2023.

## EDUCATION

1. Completed O levels – 2002 Heritage School, Zimbabwe.
  - Achieved an overall pass mark of 70%
  - Maths, English, Science, Business, Computers
2. ECD (Early Childhood Development) Certificate -2008 Intec College
3. Achieved local bookkeeping courses through the company but haven't fully gone on any formal accounting qualifications.
- All my experience in the accounting background is practical however I would love the ability to expand internationally on accounting practices.
4. Level 5 Diploma in Teaching English as a Foreign Language (Tefl)

## PROFESSIONAL EXPERIENCE

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| <b>Absolute Capital Investment Services &amp; Absolute Capital Ltd</b> | <b>March 2022– Jun 2023 Full Time Employee</b> |
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Absolute Capital is a global investment advisory firm offering cross border investment solutions between Africa and Europe.

The entire back office function was completely run by myself.

Full Function Capabilities in Office management, workflow management, lead tracking and Bookkeeping to payroll. We would look after of a book of about 50 clients between Cyprus, South Africa, Africa and Mauritius.

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| <b>CLF (Concrete laser flooring)</b> | <b>May 2011 – December 2021 Full Time Employee</b> |
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CLF is in the Construction industry and the admin hub in the company is an extremely important than most especially in this regard. A lot of the functions were centred around me in the everyday involvement with our staff.

**Creditors Manager**

- Full recon and day to day ledger reporting
- Matching of inventory items to ledger
- Complete creditors function for two branches (Head office JHB and Durban branch)
- Capturing of a book of +- R10mil
- Negotiating payments to always get 2.5 % discount for the company
- International transactions that come through South African branch for imports

**Secondary functions done in the company by me**

- Marketing – Full brand and A-Z
  - Liaising with senior management for sign off
- Wages – Full function for about 70 staff and casuals, systems and manually, excel based converted into the accounting package.
- Bank – Releasing of bank payments, transactions could be close to R5mil a day, full oversight also on this function
- Cash Flow Forecast – Implementing all transactions regarding creditors and debtors & responsible for what is on the forecast.

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|---|---|
| <b>St Martins Pre-Primary – Durban South Africa</b> | <b>January 2009 – April 2011 Full Time Employee</b> |
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**After Care Teaching**

- In charge of afternoon program and holiday care, entails setting out a well-structured program for kids to follow.
- +- 40 kids
- Interactions with parents and follow up reporting

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| <b>Waterfall Edu Care – Durban South Africa</b> | <b>January 2005 – December 2008</b> |
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**Teacher Pre School**

- Teaching 3–4-year-old groups, class of +- 16
- Followed a syllabus with structured lesson plans, which included a new topic each week
- End of each term a Report and Assessment was sent home to each child
- Responsible for after care duties

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| Heritage Infant School | January 2003 – December 2004 |
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**Assistant Teacher**

- Teaching 3–4-year-old groups, class of 26
- Prepped lessons and activities

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## **PERSONAL DETAILS**

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ID NUMBER: 8505280057084

LANGUAGES: English

MARITAL STATUS: Married Anc with Accrual 12.09.2014

CRIMINAL RECORD: None

Driver's License: Yes, Europe International

**Interests:** Passion for the outdoors and exploration, learning from and teaching my two beautiful children (both boys), knowledge gaining and personal development.

**Strengths:** Adaptable to environments and social settings, empathetic with a well-developed EQ, help people achieve a common goal through focused task direction. I am a solution driven problem solver that will try and create the most efficient solutions to objective completion. Able to perform under pressure and will be resourceful in my planning and action approach.