



BIANCA KEYSER JORDAAN FINANCIAL ACCOUNTANT

PROFILE

I Am 31 years old. I'm a Financial accountant from South Africa, currently living in Seychelles. I am a presentable, highly motivated and professional, independent decision-maker, with a proud record. I have excellent all-round abilities.

I set my goals to a high standard and give by that rule. I will apply my knowledge to the advantage of others and the company. I love to work in a stable environment. When I start a task, I tent to finish it. I always do my very best and work as hard as I possibly can. I promise to give my very best to this company and work as hard as I possibly can.

CONTACT

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EDUCATION

High School D.R. Malan

2005 - 2009

Subject: Afrikaans, English, Accounting, Mathematics, Life Orientation, Business Studies and Computer Science

North West University

2010 - 2013

Bachelors in Financial Accounting

The TEFL Academy 2020 - 2020

TEFL Level 5 Certificate

WORK EXPERIENCE

Ocean Basket - Accountant

04/2022 - Current

Processing, VAT Returns, Pension Fund, Suppliers Recon, Statements and payments, Accounts Receivable – statements, cash collections etc, Banking, Prepayment Account Recon, Assisting on Audits, Monthly Management Reports, Monthly Finance Meetings, Product claims, bringing in stock, assisting on stock counts, capturing of stock counts, making sure pricing is correct, keeping website up to date, liaising with suppliers etc.

Restock Limited - Accountant

03/2021 – 05/2022

Processing, VAT Returns, Pension Fund, Suppliers Recon, Statements and payments, Accounts Receivable – statements, cash collections etc, Banking, Prepayment Account Recon, Assisting on Audits, Monthly Management Reports, Monthly Finance Meetings, Product claims, bringing in stock, assisting on stock counts, capturing of stock counts, making sure pricing is correct, keeping website up to date, liaising with suppliers etc.

Apex Hotel Supplies – Accounting Manager

12/2018 - 02/2020

Processing, Yearend Recons, VAT & BAS Returns, Pension Fund, Bank Recon, Suppliers Recon, Statements and payments, Cheques, Prepayment Account Recon, Assisting on Audits, Monthly Management Reports, Monthly Finance Meetings, Product claims etc.

PKF Octagon – Financial Accountant

07/2017 - 07/2018

Processing, Yearend Recons, VAT, Bank Recon, Annual Returns, Company Registrations and amendments, VAT & PAYE Submissions, Income Tax

Submissions, Income Tax Calculations, Audits, Compilations, Independent reviews, Payroll, Financial Statements etc.

Austral Accounting – Trainee Accountant & Supervisor

01/2015 – 07/2017

Processing, Yearend Recons, VAT, Bank

Recon, Annual Returns, Company Registrations and

amendments, Annual Financial Statements, VAT

Submissions,

Income Tax Submissions, Income Tax Calculations, Capital

Gains, Deferred Tax, Etc.

SKILLS & INFORMATION

• **Languages:**

- Afrikaans
- English

• **Driver's License:**

- Class B / Code 8

• **Computer Packages:**

- Microsoft Outlook, Word, Excel, Power Point and Access
- Google Docs
- Quickbooks (Desktop & Online)
- Pastel (Various versions)
- Pastel Payroll
- Sage One
- Xero
- Caseware
- Shopify

• **Other Important information:**

- I have done a lot of part time work and worked in various different industries such as
 - Accounting firms, audit firms, logistics companies, FMCG companies, guesthouses, farms, fishery and forex.
- I have learned a lot in these fields and have a good general knowledge when it comes to different industries.
- I am also well-travelled with a lot of experience and am very open minded.
- Working in accounting practice most my life also taught me a lot as I had clients in different industries such as hospitality, restaurants, estate agents, medical fields etc.

- I have also attended a lot of different training in my life and feel like I am well trained to excel in my job.

• **My Strong points career wise would be:**

- I am hard working and always willing to go the extra mile
- I am a quick learner and always willing to learn more to better myself
- I am good at:
 - Managing teams
 - Processing of data, journals etc.
 - Creditors
 - Debtors
 - Reporting such as management reports and schedules (For example, Profit and loss, Cashflow, fixed assets and other reporting schedules)
 - Controls
 - Reconciliations (Bank, debtors, creditors etc.)
 - Assisting my team & Effective communication
 - Knowledge of regulatory standards.
 - General business knowledge.
 - Software proficiency
 - Data analysis
 - Invoicing
 - Preparing tax, PAYE, VAT and business returns
 - Keep books up to date
 - Monthly processing and closing of accounts (such as accounts payable, fixed assets, inventory etc.)
 - Attention to detail etc.
 - Assisting Auditors with yearend etc.