

SARAH REDDY BOSCH



**RESIDENTIAL
ADDRESS**

12 Willow Road, Blouberg Strand, Cape Town, South Africa



**DATE OF
BIRTH**

15 September 1975



**CONTACT
NUMBERS**

082 536 6955



CITIZENSHIP

South African



AVAILABILITY

Immediate



WORK EXPERIENCE

2021- 2023

Company: SRA Safety Solutions

Position: Course development and Online Virtual Facilitation

Duties:

- Course research and development
- Course alignment to South African Qualifications Authority, Legislation, ISO Standards and best International Practises.
- Development of assessments
- Coordination of National training schedules
- Teaching online - Health, Safety and Environment
- Online videos and Slide presentations

Duration: 2+ years

2007- 2022

Company: SRA Safety Solutions

Position: Regional Manager

Duties:

- Debt Collection (National and International Accounts)
- Customer / Debtors Risk Profiling / Credit Checks
- Reviewing Reconciliation of Debtors Accounts
- Maintenance of Liquidity of debtors
- Setup, implement and monitor Credit Application forms and applicant approvals
- Drafting of Letters of Demand if required
- Managing of Staff and Bi-Weekly meetings
- Reconciling Cash Books
- Working with debtors in Local and Foreign currencies
- Allocation of Debtors payments
- Auditing of customers invoices
- Visiting customers, customer liaising and developing good customer rapport and management
- Ensure that Customer's enquires are resolved effectively and efficiently
- Ensuring that Company's Credit policies are inline with the National Credit Act
- Credit Vetting / Credit Assessments of Customers
- Setting and adjusting of customer's credit Limits
- Conduct Credit Bureaus investigations
- Implementation and maintenance of Company's Credit Policies and Procedures

2007– 2022

- Implementation and maintenance of Company's Credit Policies and Procedures
- Formulating innovative methods for Debtors collection
- Handing over delinquent accounts to Collection agency
- Preparation of documentation to hand over to attorneys
- Set collection targets/KPIs for team staff and the monitoring thereof
- Preparing reports for Auditors and Management Meetings
- Vat, Paye, SDL, UIF, ETI, EMP501, reconciliation's and submission
- Head of Annual charity drives Nationally
- Meeting with stakeholders to discuss and formulate innovative methods of collection
- Internal Auditing of Branches
- Reviewing internal systems and adapting or formulating new streamline systems
- Reviewing and adjusting credit limits of customers
- Effectively Management of Team
- Identify a Training needs Analysis for Team
- Conflict Management and mentoring of Credit team

Reason for Leaving: Need a change

Duration: 20+ years

2002 – 2007

Company: Xerox Group

Position: Regional Debtors Controller (National and International Accounts)

Debtors Duties:

- Debt Collection (National and International Accounts)
- Reconciling Debtors Accounts
- Monitoring and approval of Credit applications
- Maintaining a low Days Sales outstanding ratio
- Processing Cash book
- Drafting and issuing of Letters of Demand if required
- Drafting of reports for Bi-Weekly and monthly debtors meetings
- Working with debtors in Local and Foreign currencies
- Allocation of Debtors payments
- Developing a good rapport with customers
- Forwarding of Customer Statements
- Investigating non payment and Resolving Customer enquiries
- Liaise with bank to discuss reconciled items
- Setting and adjusting of customer's credit Limits
- Daily banking
- Dealing with External Auditors

Reason for Leaving: Retrenched

Employment Duration: 5 years

WORK EXPERIENCE

1998 –2002

**Company: Rennie's Textile Logistics (BidFreight) -
Logistics for Woolworths Perishable/ Non Perishable
Position: Regional Debtors / Credit Controller**

Debtors Duties:

- Debt Collection and Reconciling Debtors Accounts
- Maintaining a low Days Sales outstanding ratio
- Reconciling multiple bank accounts with outstanding Debtors and processing Cash book
- Drafting and issuing of Letters of Demand if required
- Drafting of reports for Bi-Weekly and monthly debtors meetings
- Reconciling monthly delivery reports to stores and invoicing according
- Allocation of Debtors payments and printing Customer statements
- Developing a good rapport with customers
- Ensure that team is well trained and meeting KPIs set out for them
- Investigating non payment and Resolving Customer enquires
- Preparing reports for Internal and external Auditors and Management Meetings
- Preparing delivery Logistic packs for courier services to deliver to all Woolworths suppliers in KZN
- Reconciling PODs and invoices
- Liaising with various warehouses on deliveries, returns and PODS.
- Ensure that there is compliance with the company's Financial and Credit policies
- Maintain a good rapport and ensure cooperation within all business units of the company
- Maintain a transparent work environment where details are communicated openly and freely
- Ensure that the team is always driven and motivated
- Worked with team to ensure efficiency and targets are met
- Dealt with all Woolworths branches
- Dealt with all Woolworths suppliers with regards to returns, claims and deliveries

Reason for Leaving: Retrenched

Employment Duration: 5 years

1995- 1998

Company: Sealake Industries

Manufacturing and Distribution of Sunseed Oil, Beauty Soaps, Laundry Detergents and Candles

Position: National Financial controlled

Debtors /Credit Control Duties:

- Debt Collection
- Reconciling long outstanding Debtors Accounts and recover balances owed
- Maintaining a low Days Sales outstanding ratio
- Reconciling bank account and outstanding Debtors
- Processing Cash book
- Drafting and issuing of Letters of Demand if required
- Drafting of reports for monthly management meetings
- Allocation of Debtors payments
- Developing a good rapport with customers
- Forwarding of Customer Statements
- Investigating non payment and Resolving Customer enquires
- Setting and adjusting of customer's credit Limits
- Product Label development and planning
- Barcode assignment for new products
- Setting up multiple control systems to monitor incoming, outgoing deliveries and returns
- Development of GRV systems
- Ordering of Stationery and control thereof
- Ensure that deliveries and returns are processed correctly
- Liaise with delivery department to ensure their timeous cooperation
- Working in conjunction with IT company to setup an efficient and effective Debtors system
- Administering payroll for 250 +staff (monthly and weekly) +Bonuses and Salary register
- Paye, UIF and Vat reconciliation
- Maintain a good rapport within all departments of manufacturing, sales and logistics
- Dealt with larger supermarket chain stores such as Spar, Checkers, Pick 'n Pay, Boxer Cash & Carry etc

Payroll Duties Duties:

- Time an attendance of employees
- Maintenance of Leave register
- Maintenance of Sick Leave register
- Reconciling PAYE, UIF and SDL

Reason for Leaving: Relocated

Employment Duration: 4 years

EDUCATION

1993	Kharina Secondary School :	Grade 12 +Exemption English, Afrikaans, Mathematics, Accounting, Business Management and Economics
December 1996	Unischool :	Diploma in Computer Literacy <ul style="list-style-type: none"> · Computer Fundamentals, Dos Essentials, Database · Windows
November 1997	Damelin :	Diploma in Bookkeeping
November 1998	Varsity College :	Diploma in Computer Programming
April 1999	Varsity College :	Certificate in Pastel Accounting
August 2000	Cobalt Systems :	Certificate in Accpac
August 2002	CBM Training :	Certificate in Dealing with Difficult People
No Longer available	University of South Africa :	National Diploma in Credit Management
Current	University of South Africa :	BCOM Degree Subjects Passed: <ul style="list-style-type: none"> · Accounting concepts, Principles and Procedures · Commercial Law 1 · Introduction to Economics and Management Environment 1A · Introduction to Economics and Management Environment 1 B · Economics A1
2019	Institute of Credit Management: (ICM)	Credit Management 4 (passed with distinction) Credit Management 5 (passed with distinction)
2019	Bytes People Solutions :	Excel Level 1
2019		Excel Level 2
		Excel Level 3
2023	The Tefl Academy :	2023 Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours) M/617/3459 An Introduction to Lesson Planning H/617/3460 Teaching English Vocabulary K/617/3461 Teaching Pronunciation M/617/3462 Understanding English Grammar T/617/3463 Teaching Receptive Skills: Listening & Reading A/617/3464 Teaching Productive Skills: Speaking & Writing F/617/3465 Teaching English Grammar J/617/3466 History of the English Language and English Language Teaching L/617/3467 Teaching Materials and Aids and Classroom Management Strategies R/617/3468 The Effective use of Resources for TEFL

ADDITIONAL SKILLS SET

Technical Skills:

Worked on the following accounting Systems: Accpac, SAP, Oracle, Pastel and in-house systems.
Excellent with Excel, Word, Power Point, Outlook and Chrome

Interpersonal Skills:

- a strong individual that motivates employees to achieve not only their best at in the work environmental but their best in their personal lives as well.
- relate well with all levels of Management and employees
- have an excellent rapport with Customers
- Results driven individual
- Ensures that tasks are completed on time and as accurate as possible
- Enjoy working with people
- Manage conflicts efficiently and effectively
- Thrive under pressure
- Able to manage projects well
- Creative and dynamic
- Have a multifaceted personality which allows me to undertake a multitude of tasks, in any environment, learn and adapt fast
- Self motivated which equips me to work unsupervised
- Problem solving ability
- Very Analytical
- Intuitive, flexible and assertive
- Excellent verbal, written and communication skills

SECTORS WORKED

FMCG (Fast moveable consumer goods), Manufacturing, Distribution, Information Technology, Printing, Retail, Catering, Hospitality, Health and Safety and Legal Compliance, Medical, Clearing and Forwarding