



# Elizabeth Pel

**Address:** 3 Richelieu Street Eversdal Durbanville, 7550, South Africa

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Date available to start work: 15/06/2010

## Career Objective

Extensively experienced and goal-oriented Finance Manager, Assistant Accountant, Regional Manager with a demonstrated track record of leading the preparation and analysis of financial reports to summarize and forecast financial position. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements. Talented leader directing skilled financial teams to support achievement of overall corporate goals and objectives. Core competencies include:

- Accounting Management
- Financial Analysis
- Forecasting
- Cash Management
- Budgeting
- Cost Reductions
- Technology Integration
- Regulatory Compliance
- Efficiency Improvements

## Education

**Institute:** George Hofmeyr Girls School

Location: Standerton, South Africa

Qualification: Matric

End Date: 1983

## Description

Afrikaans, English, Mathematics, Business Economics, Typing, Biology

## Employment

**Job Title:** Credit Controller/Supervisor

Company: APA Network Consultants

Location: Gauteng - JHB

Start Date: April 1987, End Date: February 1993

## Description

## Languages

Language: English

Proficiency: Excellent

Language: Afrikaans

Proficiency: Excellent

## Skills

### Additional Info

I had additional in-house training on IFRS (international finance) in Germany. Training was done yearly for financial managers, marketing managers & General managers. We held our yearly Financial Meeting discussing and working through the forecasts, budgets and strategic planning in different countries, as were thirteen subsidiaries.

## References

**Name:** Zenobia Bierman

Company: Designer Physique

Position: Partner

Telephone: 012 345 4114

Email:

**Name:** Scharmain Scheepers

Company: APA Network Consultants

Position: Department Manager

Telephone: 011 634 7671

Email:

**Name:** Riehetta Pienaar

Company: Helderfontein Conference Estate

Position: Line Manager

Telephone: 082 067 2281

Email:

**Name:** Beverley Booker

Company: Riverside Auto Body

Position: Director

Telephone: 082 852 8273

Duties: Ensure accurate and timely processing of creditors, 1700 accounts divided between 8 creditor's clerks, Reconciliations, Work hand-in-hand with the Maintenance Department, authorizing all repairs on fleet vehicles  
Key Contributions: Substantially contribute to data processing in given time limit, Administer good organizing skills in Creditors Department, Awarded Employee of the Month 5 times in recognition of outstanding performance, with the deadlines.

**Job Title: Snr Bookkeeper/Adm Manager**

Company: Designer Physique

Location: Gauteng - PTA

Start Date: March 1993, End Date: May 2000

**Description**

Duties: Ensure accurate and timely processing of accounting data, Perform accounts receivable functions, balancing cash and posting contracts (gym memberships), Manage payroll (VIP Payroll) of 130 staff members including gym instructors, Sales staff commission (MS Excel) with different targets and percentages, Full reconciliations done for Balance Sheet Accounts, Present Management Reports, Assist with in-house training for sales staff, Manage petty cash, varied up to R20 000, Prepare annual budgets / monthly targets  
Key Contributions: Demonstrate talent for quickly learning new tasks and completing assignments ahead of schedule while maintaining a high degree of accuracy, Contribute substantially to reducing outstanding accounts receivables through improved collections processes.

**Job Title: Accountant**

Company: Helderfontein Conference Estate

Location: Gauteng - Fourways

Start Date: June 2000, End Date: August 2003

**Description**

Duties: Manage full financial side of Estate up to Management reports, Weekly meetings with Owner providing full update regarding cash flow and problems in different divisions, Salaries and wages (Pastel Payroll) for about 100 employees, including the Managers for each section, Supervised Junior

Email:

**Name: Fanie Blignaut**

Company: Heel S.A (PTY) Ltd

Position: General Manager

Telephone: 082 310 8727

Email: saamttat@yebo.co.za

**Name: Jan Van Huysteen**

Company: The Ultimate Wine Company

Position: Managing Director

Telephone: 082 774 0588

Email: jan@dssarnia.co.za

Assistant performing daily capturing of invoices on Pastel Accounting, writing out receipts and banking, Cash float between R10 000 – R100 000, Assist with organizing functions as well all working as a team, Assisting with functions of 100+ delegates including assisting with running security, setting tables, interior, menus setup and organizing bar facilities, Year end functions held for various clients including Rooi Rose and Huisgenoot Key Contributions: Complete deadlines ahead of schedule while maintaining a high degree of accuracy, Exceptional organizational skills, Committed to give excellent satisfaction to the customer.

**Job Title: Accountant/Payroll & Admin Controller**

Company: Riverside Autobody Repairs

Location: Gauteng - Riverside

Start Date: September 2003, End Date: January 2005

**Description**

Manage financial transactions and record keeping with strict attention to detail, Verify and post transactions to General Ledger, Reconcile Balance Sheet accounts, Compile Management Reports for Management, Generate monthly creditors and reconciliations, Communicate with customers to address inquiries and resolve issues, Daily / monthly cash flow for Directors, All Statutory Returns on E-filing, Manage petty cash (R20 000), Implement Management Reports on Excel with full actual and variance reports, Fortnightly and monthly salaries for 42 employees (Pastel Payroll) Key Contributions: Improve processes for creating customer invoices, reducing overall timeframe for receiving payments, Excel within a fast-paced environment, continually taking on increased levels of responsibility.

**Job Title: Financial Manager**

Company: Heel S.A (PTY) Ltd

Location: Centurion

Start Date: February 2005, End Date: May 2007

**Description**

Manage all financial transactions, Posting debits and credits, Producing financial statements and recording all transactions, Prepare management reports and financial summaries using Microsoft

Excel detailing company's financial status, After local month end is complete transfer all data into International Accounting System (Hyperion) – HEEL S.A. is a German company and has 13 subsidiaries and consultants in over 50 countries Nationwide, Monthly, quarterly Forecasts, Budgets and 5 Year Strategic Planning done with myself, GM, marketing manager and the stock controller, Generate bank deposits, verify and balance receipts, Sales, sales invoicing and stock outsourced to Adcock Ingram, daily sales figures and stock reports received from Adcock Ingram via email, At month end import sales into accounting system, Manage payroll on Pastel monthly (15 employees) prepare payroll tax returns and submit via Efiling, Handle all queries for distribution fees, Monthly management meetings, with Marketing Manager/Stock Controller, Research and resolve billing and collections disputes, Stock control, daily and monthly production report, Send monthly inventory report to stock controller to do stock taking, sort out any discrepancies, credits, changes in COS etc, Stock controlling is on a PIVOT table created by the stock controller, Attend weekly meetings to discuss major changes such as the exchange rate for stock orders, IFRS (international accounting equivalent to S.A) training done in Germany, Went on yearly updated training, Financial Manager meetings held in different countries each year to go through the budgets/forecasts & strategic planning.

**Job Title: Financial/Regional Manager**

Company: The Ultimate Wine Company

Location: Durbanville

Start Date: June 2007, End Date: Current

**Description**

Manage all financial transactions, Manage Southern & Eastern Cape Region (7 staff members), Producing financial statements and recording all transactions, Prepare management reports and financial summaries using Microsoft ,Excel detailing company's financial status, Generate bank deposits, verify and balance receipts, Sales, sales invoicing ,Full control of logistics 3 warehouses, Oversee debtors & creditors for 23 Wine Estates, Stock control, daily and monthly production report,

Manage stock take on last day of the month with warehouse controller, Attend weekly meeting to discuss and resolve any issues, Travelled to different Regions - Southern/Eastern Cape to work with the sales force, Travelled to Cape Town 4 times a month to assist the National GM resolving all issues.