



Amanda Eastland

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Amanda Eastland; I am married with two sons, a non-smoker and of sober habits. I have been employed in the Settlement Division at PnP for 3 years and in the Property Division for another 2 years, having also worked in retail up to the level of store Manager. I have acquired my National Diploma in Technical Financial Accounting through Distance Learning. I am organised, disciplined, hardworking and loyal. I have excellent interpersonal skills and work well within a team. I believe that with the training and experience that I have accumulated over the years, that I would be an asset to your organisation if given the opportunity.

Preferred occupation	Debtors clerk Finance jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

You were working at: Debtors clerk

Occupation: Finance Administrator, Property Administrator, Debtors clerk, Creditors clerk

What you did at this job position?

- Ensure that a vendor account is created for all new stores prior to opening
- Collect invoices and supporting documents from landlords for allocated stores
- Capture fall landlord statement charges correctly on SAP-RE on time and accurately
- Identify statement irregularities
- Ensure landlords are paid timeously
- Capture detail in respect of variable charges
- Take ownership of resolving queries with limited assistance of management
- Create and link customer account on SAP-RE
- Capture ad-hoc charges
- Send tenant invoices out
- Receipt payments and follow up on outstanding debt
- Take ownership of resolving queries with limited assistance of management
- Owner payment, property, tenant and leases
- Close all tenant accounts by clearing balances, suspending late payments, interest, stopping recurring charges and closing all accounting
- Load leases on MDA (new and renewal)
- Bill tenants rent and related charges, ensure recoveries are maximised in terms of lease agreements
- Send monthly reports to owners for accounting purposes
- Ensure that monthly owner payment bond payments are made on due date
- Check and sign expense accruals in order to ensure that the amount is correct
- Advise schedule co-ordinator of changes to vacancy schedule and when they occur
- Assist PM with broker enquiries as required
- Prepare lease agreements/Addendums Cessions and send to tenant for signature
- Follow up on return of lease agreement
- Review clauses where tenants have requested changes Facilities
- Assist with calling of contractors to arrange meetings, enquiring about status of jobs underway
- Request quotes
- Issue Orders

Working period: **nuo 2020.09 iki 2020.11**

Company name: Lancewood

You were working at: Banking

Occupation: Debtors Clerk

What you did at this job position?

- Liaising with sundry creditors for statements
- Monitor delivery of invoices to ensure invoices delivered according to standard operating procedures
- Implement improved policies and procedures and monitor adherence
- Claims Management
- Managing Petty Cash (7 Branches)
- Loading Debtors and Creditors on K8
- Liaising with branches on daily basis/Cash ups
- Intercompany Transactions and payments on Monthly Basis

Education

Educational period: **nuo 2014.04 iki 2016.12**

Degree: Diploma

Educational institution: Sacob

Educational qualification: Diploma Technical Financial Accounting

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Office

Sap

Kerridge

Syspro

Conferences, seminars

Joan Hinrichsen (2013-2016)

- Pick n Pay (Settlement Supervisor)
- Tel: 021 658 1790/082 345 0733

Burton Gertze (2016-2019)

- Pick n Pay (Property Supervisor)
- Tel: 082 940 2437

Jonathan Williams (2019 -2020)

- Every Nation Church
- Tel: 083 805 7508

Suzanne Fourie (2020 -2020)

- Lancewood (Finance Manager)
- Tel: 082 633 5615

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2007-06-00 (17 years)
Salary you wish	18000 R per month
How much do you earn now	15000 R per month