



# Daleen Kirstein

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I was a Financial Manager, I worked in an environment where what you say does not matter unless you can substantiate it with records and statistics. It was my responsibility to make sure that all transactions are recorded, accurate and authorised. My result is to present detailed, accurate financial statements to management and the board of directors.

I am a focused person, dedicated to the cause, reliable, industrious, practical, and detail-oriented. I commit to excellence in everything I do. I enjoy being part of a team, but also function well on my own; I do like to take on more than what I am expected to.

I am an aspiring trainer, sharing of thoughts, ideas and knowledge. I have an unwavering interest in the ability to communicate a message that influences and persuades an audience.

It is because of the above-mentioned that I would like to continue my career in finances, which requires paying attention to every detail.

Preferred occupation	Finance managers Finance jobs
	Bookkeeper Administrative jobs
	Accountants Finance jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1970-09-14 (54 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.02 iki 2016.12</b>
Company name	YFS
You were working at:	Finance managers
Occupation	Director/Owner
What you did at this job position?	<p>1. Plans, organizes, and controls the overall accounting and administration functions. 2. Measure financial performance. 3. To ensure the integrity of the balance sheet through the reconciliation and verification of all balance sheet items. 4. To understand our customers. 5. To gauge our market and marketing efforts. 6. Be aware of opportunities to increase the profitability of the business. 7. Prevent misappropriation of company assets by installing the necessary controls. 8. Ensure that maximum efficiency and effectiveness is maintained from all computer systems and users. 9. Ensure an orderly and controlled trading environment by installing and maintaining the necessary financial and administration controls. 10. Monthly review of all balance sheet, debtor, and creditor reconciliation's. 12. Optimize VAT input credits. Ensure documentation retained for VAT purposes. 13. Liaise with the auditors in connection with the submission of all income tax returns. 14. To measure operational performance.</p>

Working period	<b>nuo 2009.11 iki 2016.02</b>
Company name	Northam Toyota
You were working at:	Finance managers
Occupation	Financial Management
What you did at this job position?	<ol style="list-style-type: none"> <li>1. Plans, organizes, and controls the overall accounting and administration functions.</li> <li>2. Maintain an effective system of internal controls covering all aspects of operations, especially in connection with vehicle sales, parts and service operations.</li> <li>3. To control and supervise all staff in administration department to ensure the integrity of the balance sheet through the reconciliation and verification of all balance sheet items.</li> <li>4. Review and control daily cash flows, through effective stock and credit control.</li> <li>5. Preparation of Monthly Management Accounts – both internally and to Toyota SA.</li> <li>6. Timeous preparation of annual Budget.</li> <li>7. Be aware of opportunities to increase the profitability of the business.</li> <li>8. Prevent misappropriation of company assets by installing the necessary controls.</li> <li>9. Ensure that maximum efficiency and effectiveness is maintained from all computer systems and users.</li> <li>10. Ensure an orderly and controlled trading environment by installing and maintaining the necessary financial and administration controls.</li> <li>11. Review all systems of internal control on a regular basis.</li> <li>12. Monthly review of all balance sheet, debtor, and creditor reconciliation's.</li> <li>13. Optimize VAT input credits. Ensure documentation retained for VAT purposes.</li> <li>14. Ensure all deadlines are met.</li> <li>15. Ensure a timeous audit i.e. Annual Financial Statement to be completed and audited no more than one month after the end of the Financial Year.</li> <li>16. Liaise with the auditors in connection with the submission of all income tax returns.</li> <li>17. Control of overhead and selling costs within budget.</li> <li>18. To assist Departmental Managers in identifying and analyzing problem areas, as well as providing additional information they may require.</li> <li>19. Performance Agreements to be in place with reporting staff.</li> <li>20. Set dates and conduct Review Discussions with all staff.</li> <li>21. Support and guide Dealership Managers with the implementation of the Performance Management System.</li> <li>22. Monitor salary reviews and agree incentive and performance bonus schemes with Dealer Principal.</li> <li>23. Ensure that administration procedures assist rather than hamper customer service and supplier requirements and encourage adherence to an ethical code of conduct.</li> <li>24. Ensure accurate Fixed Asset registers are maintained.</li> <li>25. Assist and advise dealership staff on the preparation of annual business plans and budgets.</li> <li>26. Assist and encourage dealership and departmental managers to effectively interpret monthly accounts.</li> <li>27. Ensure financial operating controls are in place e.g. D.O.C. and regularly review trial balance and ensure the reconciliation of all balance sheet items, as well as the processing of relevant adjustments.</li> <li>28. Provide auditors with necessary information and liaise on stock counts.</li> <li>29. Advise staff on preparation of year-end counts.</li> <li>30. Remain informed on the financial implications of current trends and changes in the automotive industry while at all times providing financial expertise as required.</li> </ol>

Working period **nuo 2006.09 iki 2009.11**

Company name ADP

You were working at: Other jobs

Occupation Autoline Consultant / Analyst

What you did at this job position? 1. Respond to issues as quickly and as effectively as possible. 2. Diagnosing customer issues. 3. Resolving technical and system environmental issues. 4. Answering “quick questions” relating to the use of the software. 5. Analyzing issues to identify opportunities for customers to reduce call volumes. 6. Constantly monitor and escalate support calls where delays occur. 7. Seek improvement in response times and service levels. 8. To carry out such other duties reasonably falling within the scope of the position as may be required by the company. 9. Preparation of packs for software. 10. System set up for companies. 11. Importing data from other financial systems to Autoline. 12. Training of dealership personnel on Autoline. 13. Hand-holding after implementations goes live. 14. Addressing issues identified during and after implementation.

### Education

Educational period **nuo 1989.01 iki 1991.12**

Degree Degree

Educational institution University of Pretoria

Educational qualification B Com (Accounting)

Educational period **nuo 1984.01 iki 1988.12**

Degree Grade 12 / Matric

Educational institution Hoërskool Overkruin

Educational qualification Grade 12

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### Computer knowledge

Autoline/Kerridge (Dealer Monitor System)

Microsoft Office

Motadata (Motor Industry)

Pastel Accounting

VIP Payroll

Sage One

### Conferences, seminars

- VIP Tax Principles Workshop
- VIP Detailed Tax Year-end Workshop
- ISO 9002 – Quality Auditing Workshop
- Lotus Notes Version 5
- VIP Employment Equity
- BMW Employment Equity
- ISO 9002 Installation
- BMW Sams Project
- ABSA Cashfocus
- VIP Payroll Administration
- Lotus Notes
- Business Management Report Guidelines
- Income Tax Seminar
- VIP Payroll Course
- Statistical Sampling Seminar
- Audit Standards Seminar
- VIP Tax Principles Workshop
- VIP Detailed Tax Year-end Workshop

**Recommendations**

Contact person	Jan Liebenberg
Company	NSN
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Email address	jan.liebenberg@nsn.com
Contact person	Gwen van den Berg
Occupation	Accountant
Company	Northam Toyota
Telephone number	+27 (83) 4608854
Email address	admin7@northamtoyota.co.za

**Additional information**

Your hobbies	Design and make greeting cards Sewing, reading, beading, crochet watching films
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1988-10-00 (36 years)