



Simone Esterlita Moodley

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an experienced Operations & Finance Professional with a proven track record in the philanthropy sector. Over eight years, I have dedicatedly contributed to the GFCF, a global organization that collaborates with partners in more than 60 countries. In this role, I have demonstrated a diverse skill set encompassing event management, monthly account preparation, grant proposal administration support, and operations and grants administration. I am known for my attentiveness, analytical thinking, and excellent time management skills. My methodical approach ensures the precise execution of every task. My extensive experience with a virtual organization over the last decade has honed my organizational prowess, fostering both teamwork and the capacity for independent, deadline-driven accomplishments.

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1992-08-25 (32 years old)
Gender	Female
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

Working period **nuo 2015.06 iki 2023.08**

Company name Global Fund for Community Foundations

You were working at: Fundraiser

Occupation Operations and Finance Assistant

What you did at this job position? Office Management: Responsible for overseeing all office management functions at the Rosebank, Johannesburg head office. Bookkeeping: Manage monthly accounting tasks using QuickBooks, including invoicing, bank reconciliations, and preparation of payment documents. Handle credit cards, manage expense claims, and nurture supplier relationships. Travel & Accommodation: Coordinate and arrange travel, accommodation, visas, and travel documentation for staff, consultants, and delegates. Ensure smooth arrangements for flights, local transportation, and lodging. Events Management: Strategically plan and execute events, handling various aspects such as catering, venue selection, hotel accommodations, delegate lists, conference participant requirements, and event registrations. Statutory & Legal Compliance: Maintain compliance with statutory and legal requirements in both South Africa and the United Kingdom, ensuring adherence to criteria established in both countries. Grants Administration: Oversee grants administration, including capturing data in cloud systems, assisting partners in applying for grants, and ensuring strict compliance and due diligence standards are met. Operational Administration: Maintain partner information, update captured details in newsletters and bulletins, schedule meetings, and facilitate efficient communication by sharing Doodle polls to determine suitable meeting times for the team and partners. Social Media Management: Manage the LinkedIn page and Facebook page to enhance online presence and engagement.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Conferences, seminars

Ms office
 QuickBooks
 Nexonia
 Cloud systems such as Salesforce

Recommendations

Contact person Jenny Hodgso.
 Occupation Executive Director
 Company Global Fund for Community Foundations
 Telephone number +27 72 086 9916
 Email address Jenny@globalfundcf.org

Additional information

Driver licenses	None
Salary you wish	30000 R per month
How much do you earn now	30000 R per month