



# Anthony Simalabwi

Curriculum Vitae (CV)

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

Bookkeeping transactions from source documents to Execute Bank Reconciliations, Debtors / Creditors Reconciliations, Invoicing / Receipting Cash, Cheques or Electronic Transfer Transactions, Budgetary processes, Cash flow projections, Revenue forecasts, Trial Balance and Balance sheet analysis.

Internal Auditing - Proven ability to successfully implement Auditing Trial for small and median sized company that minimizes Loss of Revenue by undertaking detailed Reconciling of Debtors/Creditors, TT Transfers and POS payments (swipe cards) for multiple currencies by taking into account commissions and Bank charges where applicable.

I have formulated and implemented successfully internal controls systems that can amplify Management to make smooth roles and responsibilities of companies operating, In Particular; At Livingstone Adventures Group of Companies (Tourism/Hotel Industry) I formulated and implemented in EXCELLSHEET a system that enabled management to ALLOCATE COSTS per PAX (guest) for fully inclusive guests, from all COST DRIVERS such as Food and Beverages, House Keeping and other Repairs and Maintenance costs.

Stock Control Management- In-depth Knowledge of Stock control and documentation (Food & Beverages etc), ability to lay and carry out monthly stock take instructions and procedures for various categories of Inventories by taking note of cut off time for sales outlets and procurement

Proven ability to Manage and Mentor Housekeepers, Restaurants and reservations staff members with CRM-CUSTOMER RELATIONSHIP MANAGEMENT SKILLS with main focus on Customer Satisfaction, Customer Retention and Exceptional Guest Experience.

Detailed Analytical skills on Pricing strategies, Product Differentiation, Target and Marginal Costing, Benchmarking strategies , Transfer Pricing, Competitor's Pricing strategies with regard to retain VARIABLE & FIXED COSTS for the GP margin.

Demonstrated ability in ensuring compliance to company policies and various statutory Bodies such as SARS (for e filling VAT and PAYE), medical and Pension schemes

Knowledge of payroll operations, procedures and statutory Labour remittances , petty cash reconciliation and supporting documentations, Maintenance and updating Asset/ Inventory Register.

Extensive knowledge of insurance Claims processes and most relevant Insurance policies such as motor, non motor, Employers liability, All risks, Office Comprehensive, burglary, money, Goods in transit and reinsurance mitigation strategies.

Would appreciate a job interview at your earliest Convenience in your organization

Please call or emails for my detailed Cv

Yours Faithfully

Anthony

Preferred occupation, Accountants  
 Dear Recruiting Manager, Finance jobs

Finance managers  
 I'm applying for any position of Accountant /Creditors /Debtors Clerk B/Bookkeeper /Management  
 /Junior Finance officer/Retail Stores Manager at your organization ; I'm confident that I am fully  
 qualified and will be a strong addition to your team.  
 Cashiers  
 Retail, store jobs

Shop assistants  
 I'm a Married Zambian Male aged 31 with a PERMANENT RESIDENT PERMIT IN SOUTH AFRICA  
 currently based in Pretoria Arcadia, Holder of a CIMA Diploma in Management Accounting, CIMA  
 Certificate in Business Accounting and a Full Grade 12 Certificate. Currently am studying within  
 Pretoria part-time the Last Subject of CIMA Advanced Diploma in Management Accounting.  
 Administrators  
 Administrative jobs  
 Part time jobs  
 Part time, Western jobs

Preferred work location Pretoria / Tshwane  
 Gauteng  
 Coupled by my CIMA qualification as a Management Accountant, I have acquired relevant industrial  
 accounting experiences as summarized below in very busy and diversified Industries for more than  
 Five (5) years i.e. Tourism, Hospitality, FMCG, and Manufacturing/Production up to Retail Industry.  
 Johannesburg  
 Gauteng

**Contacts and general information about me**

SKILLS SUMMARY: 1985-05-14 (39 years old)  
 Day of Birth  
 Gender Male  
 Residential location: Computer Savvy: Microsoft Excel, Pretoria / Tshwane  
 Gauteng  
 - Microsoft word and Relative IT skills,  
 Telephone number Information is available only for registered users.  
 - Pastel Accounting package, Sign in  
 - Retail Management System (RMS), Information is available only for registered users.  
 Email address Sign in  
 - Great Plains accounting Package (CP),  
 - NAVISION accounting Package,

**Work experience**

-Quick Books accounting package  
 You were working at: Builders  
 - Own Personal Car with a Clean Valid Driving License

**Additional information**

INDUSTRIAL PROFESSIONAL EXPERIENCE  
 Salary you wish: 15000-15000 R per month  
 How much do you earn now 8000 R per month  
 Bookkeeping /Accounting - I have sufficient exposure in handling daily routine Accounting and