



Zelna Saran Tietz

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for Credit Control or Administrative jobs.

I Zelna Saran Tietz have solid Credit Control experience and been doing Full Function Credit Control for the last 14 years. I started as a Salon Credit Controller at Designer Group (Pty) Ltd, Isando in March 2002 managing an estimated book value of R 6 million. In October 2002 I was promoted to Retail & Wholesale Accounts (FMCG) where I managed an estimated Book Value: Africa Cash & Carry - R3.8 million, Arrow Cash & Carry - R1.5 million, Boxer Cash & Carry Wholesalers - R960 000, Edgars - R3.2 million, Shield Buying Distributors - R542 000, Spar Group - R8.5 million and other Spar Wholesalers and Smaller Accounts.

In August 2006 I joined Pharma Natura (Pty) Ltd, Wynberg as Pharmaceutical Credit Controller managing an estimated book Value: Clicks - R10 million, Dischem - R2.5 million, P 'n P Hypermarket & Pharmaceuticals - R500 000, Jumbo - R250 000, Game - R150 000, Pharmacies - R450 000, Doctors - R150 000, Healthpharms - R100 000 & Government Accounts - R300 000.

Due to traveling distance I left to join FedEx Express SA (Pty) Ltd in April 2007 as Senior Imports Vat & Duty Credit Controller and in July 2008 I was promoted to Import Credit Control Supervisor with four staff reporting to me on their individual books.

I find my strength in my communication skills with clients, my problem solving abilities, being a fast learner, can work independently and strong reconciliation ability.

In general I like achieving and will do what is necessary to attain my goals. I'm not afraid of hard work and I'm self-motivated, but I'm also motivated by problem solving and winning clients over and meeting my targets/incentives

Preferred occupation Administrators
Administrative jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1967-02-19 (57 years old)

Gender Female

Residential location East Rand
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Work experience

Working period

nuo 2007.04 iki 2016.01

Company name

FedEx Express

You were working at:

Other jobs

Occupation

Import Credit Control Supervisor

What you did at this job position?

• Full function credit control • Managing, Controlling and Assisting Import Staff • Have four staff reporting to me • Have to oversee and control their respective books • Weekly meeting with staff and management on debtors progress • Weekly meeting with Gateway Manager on Gateway queries / customs refunds /banking • Reconciling accounts / assisting Imports and Export with recons • Raising queries and sorting out queries • Maintain and upkeep of accounts - 90/120 project / Quantum Leap Project • Filing • Journals • Banking of Cheques • Follow up on payments due on Accounts • Telephonic & personal collecting of payments / daily telephonic schedules • Visiting Clients • Claiming of banking on a daily basis • Applying of unapplied cash on a daily basis • Credit & Debit notes • Discount journals • Debit & Credit notes / Refunds / Journals / VOC's • Allocations of payments • Updating client information on systems • Account maintenance • Correspondence with Clients • Printing of statements / Age Analysis / Other reports • Sending out statements & invoices weekly and monthly • Placing accounts on hold / Uplifting of accounts on hold • Releasing of shipments / Suspended entries • Monitoring of credit limits • Updating of importers code database on Comp U Clearing system • Monthly reports on all Import Credit Controller's individual books well as top 20 & top 50 customers' accounts BOOKS MANAGED & ESTIMATED BOOK VALUES • Import Pretoria Accounts 7 Day Book+- R4 000 000.00

Working period **nuo 2006.03 iki 2007.03**

Company name Pharma Natura

You were working at: Other jobs

Occupation Credit Controller

What you did at this job position? • Full function • Banking • Reconciling Accounts • Filing • Journals • Follow Up on Payments due on Accounts • Telephonic and Personal Collecting of Payments • Credit Notes • Claims on Rebates, Advertising, Promotions, Pricing, Stock, Free Stock, Damaged Goods, Shortages & Incorrect Deliveries • Monthly Balancing of Captured Journals • Monthly Balancing of Unapplied Cash Account • Balancing of RD Cheques • Correspondence with Clients • Dealing directly with CEO & Sales Director on Queries • Opening of New Accounts • Obtaining Trade Reference • Month end Reports BOOKS MANAGED & ESTIMATED BOOK VALUES: • CLICKS – R10,000,000.00 • DISCHEM – R2,500,000.00 • PICK’N PAY HYPERMARKET & PHARMACEUTICALS – R5000,000.00 • JUMBO – R250,000.00 • GAME – R150,000.00 • PHARMACIES – R450,000.00 • DOCTORS – R150,000.00 • HEALTHPHARMS – R100,000.00 • GOVERNMENTS ACCOUNTS – R300,000.00

Working period **nuo 2002.03 iki 2006.07**

Company name Designer Group

You were working at: Other jobs

Occupation Credit Control

What you did at this job position? MARCH 2002 – OCTOBER 2002 – SALON CREDIT CONTROLLER DUTIS: • Collecting Payments • Banking • Reconciling Accounts • Filing • Resolving Queries • Discount Journals • Capturing of Payments • Claims • Credit Notes • Dealing with Reps & Clients on a daily basis OCTOBER 2002 – JULY 2006 – RETAIL & WHOLESALE CREDIT CONTROLLER (FMCG) DUTIES: • Full function • Banking • Reconciling Accounts • Filing • Journals • Follow up on Payments Due on Accounts • Telephonic & Personal Collecting of Payments • Credit Notes • Claims on Rebates, Advertising, Promotions, Pricing, Stock, Free Stock, Damaged Goods, Shortages & Incorrect Deliveries • Monthly Balancing of Captured Journals • Monthly Balancing of Unapplied Cash Account • Balancing of RD Cheques • Correspondence with Clients • Dealing directly with CEO & Sales Director on Queries OTHER DUTIES: • Stock Taking • Capturing during Stock Take • Dealing with Customer Product Complaints • Relieving on Switchboard & Reception BOOKS MANAGED & ESTIMATED BOOK VALUES: • AFRICA CASH AND CARRY – R3,850,000.00 • AFRICA CASH AND CARRY – R1,540,000.00 • BOXER CASH AND CARRY WHOLESALERS – R960,500.00 • EDGARDS – R3,280,000.00 • SHIELD BUYING DISTRIBUTORS – R542,000.00 • SPAR GROUP – R8,550,000.00 • SPAR WHOLESALERS • VARIOUS WHOLESALERS

Education

| | |
|---------------------------|---|
| Educational period | nuo 1980.01 iki 1984.11 |
| Degree | Grade 11 |
| Educational institution | Saamwerk High |
| Educational qualification | • Certificate in Stock Controlling • Certificate in Fundamental Accounting • SAPICS Certificate in Fundamentals of Materials • Advanced Certificate in Logistics Management • Windows 3.1 • Word Beginners and Advance • SAP/R3 |
| I could work | Immediately |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | very good | very good | very good |
| English | very good | very good | very good |

Computer knowledge

- Windows 95/98/XP
- Office 97/2000/XP (Word, Excel)
- Lotus Smartsuite
- AS400
- Syspro
- Accpac
- Compuclearing
- MyFocus & YES (Local Internal Systems)

Recommendations

| | |
|------------------|---|
| Contact person | Craig Farah |
| Occupation | ACTING SENIOR MANAGER CUSTOMER RELATIONS - SA |
| Company | FedEx Express |
| Telephone number | 087 742 8627 / 084 811 3615 |
| Email address | craig.farah@fedex.com |
| Contact person | ANTIONETTIE OOSTHUIZEN |
| Occupation | CREDIT MANAGER |
| Company | PHARMA NATURA (PTY) LTD |
| Telephone number | (011) 445-6011/4 |

Additional information

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|---------------------|--------------------------------|
| Your hobbies | Reading Song & Poem writing |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 1995-00-00 (30 years) |

Salary you wish

15000 R per month