



# Jessica Williams

Curriculum Vitae (CV)

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

School Attended : Westridge Secondary

Year Obtained : 1995

Grade 12 Subjects

English - SG

Afrikaans - HG

Biology - SG

History - HG

Business Economics - HG

Accounting - SG

Tertiary Education

Institution : Rand Afrikaanse University (RAU)

Qualification : Certificate in Taxation

Year Passed : May 2000 to May 2001

Course: This one year course is equivalent to a Taxation course done by third-year B Comm. Students. The following topics covered in the above course, General Principles of Taxation, Gross Income, Exemptions, deductions (Fringe Benefits), Taxation of individuals and companies, capital allowances, farming, etc

Work Experience Full Time

Name of Company: South African Revenue Services

Department: Employees Tax (PAYE) division

Job Category: Administration and Data Capturer

Position: PAYE Registration and Data Capturing Clerk

Contact Person: Terrence Totten (Manager) - 082 460 7153

Duration: July 1997 to December 1998 - Employed Temporary at the time (Permanent 1December 1998)

Responsibilities: The capturing of New Registration for Employers Tax. The Capturing of IRP201's on Data Base (now called EMP201). To Ensuring that all the Data on EMP201 has been completed accordingly.

Work Experience Full Time

Name of Company: South African Revenue Services

Department: Employees Tax (PAYE) division

Job Category: Administration

Position: Reconciliation Clerk

Contact Person: Terrence Totten ( Manager) – 082 460 7153

Duration: December 1998 to 30 April 2001

Responsibilities: Reconcile recons (IRP5) certificate to ensure that it balances as to what the Employer submitted on CD, Stiffie and manually. Issuing of IRP5's to Employer's via post, mail or over the counter. Reconciling big cases such as Clicks, Engen, etc.

Work Experience Full Time

Name of Company: South African Revenue Services

Department: Debt Management Western Cape

Job Category: Debt Management Team Member

Position: Debt Management Admin and Committee Clerk

Contact Person: Terrence Totten (Manager) – 082 460 7153

Duration: May 2001 to 31 March 2010

Responsibilities

- Collection of Returns and Debt on all core Taxes (VAT, IT, PAYE, UIF, SDL and Company Taxes). Face to face interviews with Taxpayers.
- Telephone Duty
- Analyzing Audited Financial Statements
- Creating Deferments on system, once the financial information has been analyzed and undue hardship has been determined.
- MFD Scanning – to be done for all Third Party Exit Points
- Preparing Third Party Appoints, (All Major banks (Standard bank, ABSA, Capitec, Nedbank, FNB, Investec and Mercantile Bank)
- Preparing Civil Judgments, if the taxpayer has no funds in bank account, or has failed to comply to SARS request verbally and telephonically, there are timelines before this duty is performed in order to avoid taxpayer the necessary contact made.
- Preparing Warrant of Execution to different Magistrates/High Courts
- Issuing Letter to Sheriff to write up Immovable Assets to ascertain if the debt is recoverable or irrecoverable. Instruct the Sheriff to proceed with removable of such assets, by means of a sale of execution.
- Present Compromise Offers to the Higher Committee with SARS (Section 200)
- Ensure that all Key Performance Areas are adhere too

Work Experience Full Time

Name of Company: South African Revenue Services

Department: Effectiveness Division (Quality Assurance)

Job Category: Effectiveness Team Member

Position: Quality Controller Debt Management

Contact Person: Sharmila Chibba (Effectiveness Regional Manager Western Cape) - 021 413 8818

Duration: April 2010 to 31 March 2011

Responsibilities:

- To execute quality assurance of the product (Third Party Appoints, Civil Judgments and Warrants)
- Compile reports and / submissions on findings of defect (Third Party Appoints, Civil Judgments and Warrants)
- Conduct quality inspections in all teams to ensure all work conducted is standard.
- Ensure that all work done is according policies and procedures.
- Ensure quality of work content, minimize mistakes and continuously improve quality and standard.
- Develop and maintain productive working relationship with peers and to achieve faultless products.
- MFD Scanning - to ensure that all Third Party Exit Points has been scanned according the Standard Operating Procedures

Work Experience Full Time

Name of Company: South African Revenue Services

Department: Debt Management Western Cape

Job Category: Debt Management Team Member

Position: Debt Management Admin and Committee Clerk

Contact Person: Terrence Totten (Manager) - 082 460 7153

Duration: April 2011 to 31 December 2015

Responsibilities

- Collection of Returns and Debt on all core Taxes (VAT, IT, PAYE, UIF, SDL and Company Taxes).  
Face to face interviews with Taxpayers.
- Telephone Duty
- Analyzing Audited Financial Statements
- Creating Deferments on system, once the financial information has been analyzed and undue hardship has been determined.

- MFD Scanning - to be done for all Third Party Exit Points
- Preparing Third Party Appoints, (All Major banks (Standard bank, ABSA, Capitec, Nedbank, FNB, Investec and Mercantile Bank)
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- Present Compromise Offers to the Higher Committee with SARS (Section 200)
- Ensure that all Key Performance Areas are adhere too

Company : African Tuna Traders CC

Nature of the Business : Fishing

Dates of employment : 04 July 2017 to 8 January 2018 (Maternity Contract)

Designation : Admin Assistant & Creditors Clerk & Debtors Clerk

Contact Person : Deryck Rowe Roberts (Financial Manager) - 021 386 6578

#### Duties & Responsibilities

- o Capturing and posting of supplier and debtors/tax invoices and credit notes and purchase returns and debit notes onto Pastel Partner
- o Ensure invoices are properly authorized in accordance with levels of authority
- o Check and match invoices against orders database.
- o Sending remittance to suppliers after completion of the payment run
- o Accurately prepare monthly reconciliations of creditors accounts statements against age analysis.
- o Reconcile general ledger and creditors accounts on a monthly basis to make sure that accounts are correctly balanced.
- o Prepare Monthly Creditors
- o Cash Book Entry when requested by Management
- o Bank Recons when requested by Management
- o Bank payments when requested by Director/Financial Manager
- o Help Senior Bookkeeper with Payroll for fishing crew (when required)
- o Ad Hoc Filing
- o Answering of Telephone calls
- o Capture trucking invoices as per Deliver Notes

- o Assist with Petty Cash (when requested by Management)
- o Calculate Staff Leave
- o Wages for Drivers (Excel)
- o Telephone Duty

Company : M Sedick & Associates (Accountant)

Nature of the Business : Accounting & Tax

Dates of employment : February 2018 (Freelance)

Designation : Admin Assistant & Creditors Clerk & Debtors Clerk

Contact Person : Mugied Sedick (Registered Accountant) – 083 677 2537

- Capturing Supplier Invoices for VAT 201 submissions
- Analysing Financial Statements for Section 200 (Compromise cases)

Preferred occupation	Finance officer Finance jobs
	Filing clerk Administrative jobs
Preferred work location	Southern Suburbs Western Cape
Finance Jobs.	Northern Suburbs Western Cape

I am a very analytical person

**Contacts and general information about me**

Day of birth	1976-04-28 (48 years old)
My key values is Trust, Honesty and Integrity.	
Gender	Female
Residential location	Cape Town
Curriculum Vitae	Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Personal Details	
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Surname : Williams

**Languages**

First Name : Jessica

Language	Speaking level	Understanding level	Writing level
Address : 19 Phantom Road English Rockland's	fluent	fluent	fluent

**Additional Information**

Contact Number : 078 218 0758	Netball
Your hobbies	Spending time with family.
Email Address : wglen1819@gmail.com / Jessica.Williams.JessicaWilliamsJessica-	
Driver licenses	None
Salary you wish	12000 R per month
Date of Birth : 28 April 1976	
Identity Number : 7604280136088	
Nationality : South African	
Marital Status : Married	
Dependants : 2	

Languages : English and Afrikaans (Read, Write and Speak)