



# Gail Rees

Curriculum Vitae (CV)

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

I am looking for a debtors clerk position or a credit controller. I have extensive years experience in this environment and I have excellent collection skills. I am a team player and always willing to assist my colleagues. I used to train new staff. Due to family responsibilities (my daughter was pregnant and had to remain in bed) I had to make the decision to leave my last employer.

Over the years I have always got along with my colleagues and clients. I made it my mission to have good relationships with my clients. I monitor credit limits very closely and make sure overdue accounts are treated courteously. I am a fast learner and work independently very well. I am punctual and can be relied upon, working in a team is also one of my strong points.

Kind regards,

Gail Rees

|                         |                               |
|-------------------------|-------------------------------|
| Preferred occupation    | Debtors clerk<br>Finance jobs |
| Preferred work location | Western Cape                  |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1971-07-28 (53 years old)   |
| Gender               | Male  |
| Residential location | South Suburbs<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2015.02 iki 2018.12**

Company name Fountain Industries

You were working at: Debtors clerk

Occupation Debtors Clerk / Office Administrator

What you did at this job position? Fountain Industries - Debtors Clerk (1 February 2015 - 21 December 2018) / Office Administrator • Debtors full function - collection of payments, allocations and reconciliations • Follow up on overdue accounts • Placing overdue accounts on stop supply once paid re-open • Reporting to director regarding problematic accounts • Collections and cash forecasting • Monitoring credit limits • Creating invoices and delivery notes • Sending monthly statements • Creditors function - capturing supplier invoices and preparing payments for month end run • Ordering stationery and office supplies • General admin and filing • Dealing with COD customers • Petty cash Reason for leaving: Family responsibilities Moved to Durban from Cape Town in December 2014

Working period **nuo 1997.06 iki 2003.12**

Company name Finitex (Pty) Ltd

Occupation Credit Controller

What you did at this job position? • Responsible for full debtors function - book value 30 million • Daily banking • Allocations of monies received • Follow up on all overdue accounts • Placing overdue accounts on hold • Overdue notices and final demands • Liaising with collection lawyers • Processing of invoices and credit notes • Reconciling accounts • Month end reporting for Financial Director • Processing monthly statements • Attend industry meetings monthly with Credit Guarantee • Processing new credit applications • Admin related queries Reason for Leaving: Owner closed company

Working period **nuo 1996.06 iki 1996.11**

Company name Nite Express

Occupation Credit Controller

What you did at this job position? • Responsible for section of debtors book • Collection of all monies - target based • Daily banking • Reconciling accounts • Handling queries • Sending monthly statements • Processing debit and credit notes • Reporting to Head Office on overdue accounts • Switchboard relief Reason for Leaving: Better prospects

Working period **nuo 1990.11 iki 1994.12**  
 Company name Fast Lane  
 Occupation Credit Controller  
 What you did at this job position? Responsible for section of debtors book •  
 Collection of outstanding monies - target based •  
 Daily banking • Reconciliations •  
 Monthly cash sale reconciliation • Weekly wages •  
 Assist Administration Manager with creditors •  
 Liaising with clients and giving quotes •  
 Issuing credit notes and processing journals •  
 Sending invoices and statements • Admin related queries •  
 Switchboard relief  
 Reason for Leaving: To work closer to home

Working period **nuo 1989.11 iki 1990.10**  
 Company name Cape Warranty Administrators  
 Occupation Receptionist before being promoted to Claims Co Ordinator  
 What you did at this job position? • Processing motor vehicle warranty claims •  
 Monthly schedules for head office • Switchboard relief •  
 Weekly wages • Petty cash • Typing of correspondence •  
 Liaising with clients •  
 Assist with creditor payments and cheques Reason for leaving  
 No room for advancement

**Education**

Educational period **nuo 1988.01 iki 1989.11**  
 Degree Grade 12 / Matric  
 Educational institution Cape Town Technical College  
 Educational qualification N4

Educational period **nuo 2015.02 iki 2012.07**  
 Degree Diploma  
 Educational institution Cape Town University of Technology  
 Educational qualification Credit Management 1

**Languages**

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

**Computer knowledge**

Microsoft Word, Microsoft Excel, Quickbooks, AS400, Compu Clearing, Experian, Microsoft Outlook, Kredit Inform Online, Lotus Notes

**Recommendations**

Contact person Clyde Fountain  
Occupation Director  
Company Fountain Industries  
Telephone number 0319026004/0825672102

Contact person Fred van Zyl  
Occupation Retired National Credit Manager  
Company Rohlig Grindrod  
Telephone number 0837138932

Contact person Sean Lavery  
Occupation Financial Director  
Company Finitex  
Telephone number 0219377449/0836494444

#### **Additional information**

Your hobbies Baking, reading, scrap booking, cooking  
Driver licenses EB Articulated Light Vehicle ≤ 3,500kg  
Driver license from 2014-12-00 (9 years)  
Salary you wish 14000 R per month  
How much do you earn now nil R per month