



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 Finance jobs
Preferred work location	Western Cape

Contacts and general information about me

Day of birth	1971-07-28 (52 years old)
Gender	Male
Residential location	South Suburbs KwaZulu-Natal
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 2015.02 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