



# Amanda Toit

Curriculum Vitae (CV)

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

sense of urgency. I always respond positively to a challenge or a lot of pressure, a fast learner who is practical and a problem solver. A fluent and articulate communicator, flexible and responsive, a self - directed, goal orientated Individual.

I am looking to build on my extensive range of administrative, accounts and customer relation skills within a suitable challenging role. I am keen to achieve further professional development. My hope is to secure a position in a company that offers personally challenging and financially rewarded career.

I want to bring my well-honed Customer relations, Accounts, Debtors and Creditors, supervisory and client focused online, oral and interpersonal communication skills to succeed within a position within your Company/ Organization.

For your review and consideration, I have enclosed a copy of my resume, Id document and driver's license. I would

love to find out more about the position you're looking to fill and would welcome the opportunity to tell you how my skills and ideas can benefit your Company. Hope to hear from you soon. Eagerly awaiting your call.

Yours Sincerely

Amanda du Toit

Mobile Contact : 079 178 1444

|                         |                                      |
|-------------------------|--------------------------------------|
| Preferred occupation    | Debtors clerk<br>Administrative jobs |
| Preferred work location | South Coast (Ugu)<br>KwaZulu-Natal   |

#### Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1965-11-03 (59 years old)   |
| Gender               | Female  |
| Residential location | South Coast (Ugu)<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                     | <b>nuo 2002.10 iki 2019.08</b>  |
| Company name                       | Voltex Pty Ltd  |
| You were working at:               | Accountants   |
| Occupation                         | Senior Credit Controller  |
| What you did at this job position? | In charge of two of the branches of the Company's Debtors departments, my duties consist of : 1.) Daily capturing and balancing of the payments receipted on the COD and Cash Sale tills. 2.) Handle all new Credit Applications making sure that it is filled in correctly and all info is legit and that the information was correct before loading it onto the K8 system. 3.) Making sure that all the entries on the Bank Statement is accounted for and that all payments are captured and processed on the debtors accounts every day according to the customer's remittances. 4.) Following up on reversed payments and refunds done to Customers. 5.) Applied for insurance cover on all Debtors accounts to Credit Guarantee. 6.) Responsible for reconciling all accounts that was overdue for 90 days or longer on the age analysis and that all customer queries are finalized timeously. The Book Value of both the branches is an average of R25 million per month pertaining to about 600 plus debtors accounts. 7.) Also send out Final Demands and suspend customer's accounts that did not adhere to their terms. 8.) Preparing all documentation that was needed by the Legal Department when accounts are being handed over as well as attending court cases in court if customers defended the handed over matters. 9.) Had to do Monthly reconciliations on the following Internal accounts : a.) Legal Credits d.) Cash Sales b.) Unallocated Credits e.) Refund Cash Sales c.) COD Account f.) Unpaid Cheques Highlights & Accomplishments: Won the National Best Performance of the year award two years in a row. |

**Recommendations**

|                  |                     |
|------------------|---------------------|
| Contact person   | Sumaya Kader        |
| Occupation       | Group Accountant    |
| Company          | Voltex PMB          |
| Telephone number | 0118792000          |
| Email address    | skader@voltex.co.za |

**Additional information**

|                          |                                |
|--------------------------|--------------------------------|
| Driver licenses          | B Light Vehicle $\leq$ 3,500kg |
| Driver license from      | 1985-12-00 (38 years)          |
| Salary you wish          | 12500 R per month              |
| How much do you earn now | 16500 R per month              |