



# Malani Du Toit

Curriculum Vitae (CV)

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

I am confident in dealing with customers, suppliers, colleagues and management within varying cultural environments. I take a methodical approach to planning, ensuring the timely and effective management of tasks. I am loyal, hardworking and trustworthy and have good attention to detail.

With

more than 20 years' experience within the accounting function I have a strong work ethic and a passion for accounts.

I am looking for a half day or work from home opportunity in the Finance or administration field.

Preferred occupation	Bookkeeper Administration Finance jobs
Preferred work location	West Rand Gauteng

## Contacts and general information about me

Day of birth	1981-01-21 (43 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2006.09 iki 2020.03**

Company name African Eagle

You were working at: Accountants

Occupation Accounts Manager

What you did at this job position? • Compiling monthly report pack including, Asset Register, liability checklist (Accounts Payable and Accounts Receivables), Petty Cash Recons (4 currencies), VAT Recon, Gain and Loss in change, Cashbook Checklist, Provisions, Income Statement and Balance Sheet. • Actively reconciling weekly Cashbook Checklists which include 6 Bank accounts. • Overseeing 5 Creditors Clerks dealing with both local and international providers. • Managing 2 Data Capturers responsible to capture Johannesburg, Namibia, Senegal, Ivory Coast and Europe supplier offices information. • Responsible for payment of both local and international suppliers on Standard Bank Business Online system. • Processing of various credit card payments. • Capturing and balancing general expense accounts. • Capturing and balancing of 11 intercompany accounts. • Capturing and balancing travel accounts including American Express and VISA credit cards. • Issuing of Cheque's and Cheque requisitions. • Responsible for local and international petty cash. • Balancing and paying of tour guide accounts. • Assist with supplier enquires. • Liaising with international debtors in absence of International Accounts Manager. • Assisted in successfully implementing and maintaining an automated system allowing export of payments directly from the Cashbook in Accpac to Standard Bank. • All accounting responsibilities of our Namibia, Ivory Coast, Senegal, Europe accounts with Petty Cash reconciliations, loan journals, running expenses as well as vehicle and asset management. • Capturing cost of sales entries for permanent and freelance guide's salaries. • Preparing Audit files and assisting with auditors' enquiries.

Working period **nuo 2006.04 iki 2006.09**

Company name Unitrans

You were working at: Accountants

Occupation Bookkeeper

What you did at this job position? Responsible for the full accounting function to Balance Sheet. • Accountable for the full Debtors function. • Responsible for eight project related supplier accounts. • Balancing and confirming of intercompany accounts. • Responsible for Income Statement reconciliations. • Accountable for Recovery account reconciliations. • Issuing of travel requisitions and order numbers.

**Additional information**

Salary you wish 15000 R per month