

# Curriculum Vitae of Anastasia Azoh

**SUMMARY:** "In my professional career, I worked for Shalimar Group of Companies for three years as a an Accountant. In this role, I was responsible for accounts,budgets, ledger's and bank reconciliation statements, providing monthly reports on costing and assisting with the audit processes.

The following are some of my key skills and achievements: • Developed and

implemented a Financial system for a company without one

• Developed an efficient process to record on Pastel effectively

• Knowledge of accounting and Financial procedures My mental flexibility is one of

the characteristics that set me apart from other

candidates. While I am capable of applying logic and reasoning to solve complex

problems, I am also capable of using creative thinking during brainstorming sessions

for innovation."

## PERSONAL DETAILS

**ID:** 920626 0075 084

**Cellphone:** 067 296 8463

**Email:**

rowachetty@gmail.com

**Nationality:** RSA

**EEStatus:**IndianFemale

**Current Remuneration:**

R21000p/m

**Resides:** Forest Hill,

Johannesburg South

**Availability:** Immediately

## SOFTWARE SKILLS

- MS Office
- Oracle
- ASANA
- Adobe Photoshop
- Tradeworks
- Sage 300
- VIP Payroll Pastel
- Quikbooks
- SaaS
- Touch 365
- Corel Draw

## 1. EDUCATION

**BACHELOR OF COMMERCE IN FINANCIAL MANAGEMENT**  
**MANCOSA · 2018-2021**

**NATIONAL CERTIFICATE IN MANAGEMENT (LEVEL 3)**  
**C & L Skills Management · 2017**

**NATIONAL CERTIFICATE IN OPERATIONS MANAGEMENT (LEVEL 5)**  
**C & L Skills Management · 2015-2016**

**BACHELOR OF ARTS IN FASHION PATTERN AND TEXTILE DESIGN**  
**Design School South Africa 2010-2013**

**MATRIC**

**Barnato Park High School · 2009**

## 2 .CAREER SUMMARY

**FINANCIAL ACCOUNTANT**  
**Shalimar Group of Companies · January 2020 - Current**

**FINANCE SUPPORT**  
**SGS South Africa · September 2016 - December 2019**

**OPERATIONS MANAGEMENT**  
**Dehoza Projects · January 2013 - January 2016**

**FACILITATOR**  
**Ukwanda Business Consulting · January 2010 - December 2012**

### 3. EXPERIENCE

#### SHALIMAR GROUP OF COMPANIES

##### *Financial Accountant*

##### January 2020 – Current

- Prepare monthly statements by collecting data, analysing, and investigating variances, and summarizing data and trends.
- Prepare income statements, and cash flow statements, and post entries into the journals and ledger
- Monitor expenditure daily
- Prepare quarterly and annual statements by assembling data.
- Compliance with SARS and all other relevant parties including the bargaining council and the Department of Labor
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
- Provide financial advice by studying operational issues, and applying financial principles, and practices.
- Prepare special reports by studying variances, preparing budgets, and developing forecasts.
- Accomplish finance and organization mission by completing related results as needed.
- Invoices, daily cash flow receipts and credit notes
- Gather and monitor financial data (e.g., sales revenues and liabilities)
- Record Value transactions according to the proper exchange rate
- Prepare monthly, quarterly and annual statements (balance sheets and income statements)
- Forecast costs and revenues
- Manage tax payments
- Organize internal audits
- Prepare budgets (for the entire company and by department)
- Monitor and report on accounting discrepancies
- Conduct detailed risk analyses to assess potential investments
- Analyze financial trends
- Perform month-end and year-end close processes
- Post in Journals, General Ledger and prepare Balance Sheet
- Maintaining reports and documents
- Recording information, processing files, filing forms, support accounts
- Record values of transactions in numerous currencies

**Reasons for Leaving:** Due to a integrity issue I wish to no longer work for the company.

## SGS SOUTH AFRICA

### **Finance Support**

September 2016 – December 2019

- Daily operations of the finance functions and duties
- Clerical and administrative support
- Debt collection, allocations and statements
- Accounts Payable and Receivables
- Billing, statements, invoices and emails
- Customer care, queries and cold calling
- Compiling reports, reaching targets as well and drafting an ageing analysis
- Posting in Ledgers, updating Ledgers
- Prepare Budgets, Forecasts, record keeping
- Using financial systems
- VAT and Tax, Group consolidations, procurement
- Liaison with external Auditors
- IFRS Compliance
- VIP Payroll
- Invoice in different Exchange rates
- Meeting minutes, appointment setting
- Assist with credit applications, vendor forms and updated company documents
- Perform routine calculations to produce analyses and reports as requested by the finance director
- Help oversee and manage individual accounts
- Send and follow up on invoices
- Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Reconcile any discrepancies or errors identified by
- conversing with employees and/or clients
- Assist in creating financial reports on a monthly basis with regard to account and COD clients
- Adhere to the company's financial policies and procedures
- Answers question and provide assistance to stakeholders, customers, and clients as needed
- Attend finance department and company-wide meetings,
  - sometimes assisting with financial reporting to managers and senior executives
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- Keeping track of assigned accounts to identify outstanding debts
- Planning course of action to recover outstanding payments
- Locating and contacting debtors to inquire about their payment status
- Keep track of assigned accounts to identify outstanding debts
- Plan a course of action to recover outstanding payments
- Locate and contact debtors to inquire about their payment status
- Negotiate payoff deadlines or payment plans
- Handle questions or complaints
- Investigate and resolve discrepancies
- Create trust relationships with debtors when possible to avoid future issues
- Update account status and database regularly
- Alert superiors of debtors unwilling or unable to pay when necessary
- Comply with requirements when legal action is unavoidable

**Reasons for Leaving:** I was offered a position as a Financial Accountant.

## DEHOZA PROJECTS

### *Operations Management*

**January 2013 – January 2016**

- Ensure all operations are carried on in an appropriate, cost-effective way
  - Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Perform quality controls and monitor production KPIs
- Recruit, train and supervise staff
- Find ways to increase the quality of customer service
  - Gathering and monitoring financial data (e.g. sales revenues and liabilities)
  - Preparing monthly, quarterly and annual statements (balance sheets and income statements)
- Forecasting costs and revenues
- Time-management abilities
- Confidentiality
- Consistently recruiting excellent staff.
- Maintaining a smooth onboarding process.
- Training, counselling, and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties
- Conducting performance and wage reviews
- Developing clear policies and ensuring policy awareness
- Creating clear and concise reports
- Giving helpful and engaging presentations
- Maintaining and reporting on workplace health and safety compliance.
  - Handling workplace investigations, disciplinary, and termination procedures.
- Maintaining employee and workplace privacy.
- Leading a team of junior human resource managers.

**Reasons for Leaving:** My family Company was all set up and I wanted to work outside of the Family Business.

## UKWANDA BUSINESS CONSULTING

### *Facilitator and Business Advisor*

**January 2010 - December 2012**

- Creating portfolios of evidence for learners
  - Facilitation and training
  - Marking modules
  - Group dynamics and empathy
  - Business consulting services
  - Customer care, queries and cold calling
  - Resolving disagreements
  - General administrative functions
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- Communicate clear guidelines and instructions
  - Liaison with SETA
  - Coach, encourage participation
  - Record results
  - Adjust processes of learning Workshops Planning teaching, including
  - lectures, seminars/tutorials and learning materials Meeting students
  - individually to discuss progress Checking and assessing students' work
  - Pursuing research Interviewing potential students Carrying out
  - administration, such as attending faculty meetings and writing reports
  - Writing research proposals, papers and other publications Supervising
  - learnership students and research staff Managing research budgets
  - Preparing bids for funding for departmental research projects
  - Marking of Portfolios of Evidence
  - Highlighting needs pertaining to capacity development.
  - Perceiving which requirements are amenable to facilitation.
  - Pinpointing existing programs or formulating bespoke courses for use.
  - Selecting accompanying test materials.
  - Encouraging respect for ideas voiced during facilitation.
  - Steering conversations about the learning material.
  - Extracting varied insights from participants.
  - Administering and reviewing progress on assessments.
  - Tracking and conveying attendees' engagement to applicable figureheads
  - Bulk filing, meeting setting, appointment making Produce and distribute
  - meeting minutes. memos Customer care, queries and cold calling
  - Resolving customer queries
  - General administrative functions
  - Generate reports
  - Maintain office supplies
  - Photocopying, printing typing
  - Maintain records
  - Handle sensitive information in a confidential manner
  - Organise travel arrangements for senior staff
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