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Dear Sir/Madam

APPLICATION FOR POSITION

I am currently in Dubai and am seeking employment. I was employed as a Finance Clerk in the financial accounting pay roll unit since 2007-2013 at the South African Social Security Agency (Government Institution). My tasks included capturing of transport and subsistence claims, Cell phone claims capturing of Emolument attachment orders, capturing and correcting of Medical Aids. I had to deal with Attorneys on a daily basis and had to furnish them with Emolument attachment reports I was also working as a debt clerk within the same unit and my task included capturing of debt for in and out of service employees opening and maintaining of debt files etc. I was also responsible for requesting of debt pay roll reports. I was the asset as well as a travel coordinator for the financial accounting and my duties included checking and maintaining of assets (office equipment) and making travel arrangements for employees that had to travel. I’m also busy with my Bachelor’s degree in education which I started last year 2013.

I believe that my experience working with our internal and external clients (employees) has given me a vast knowledge of how to deal with people in a professional and satisfactory manner. I have worked with different races and all kinds of religions internal as well as external. Team work is very important as employees can help one another to stay positive and to excel in their working environment. My experience has equipped me with the necessary knowledge that enables me to work within a team as well as an individual. I am a positive individual and know I have a lot to offer to any company as I strive to always give 100% + no matter how difficult it may seem at the time. I have learned to stay calm and focused in any difficult situation.

The attached Curriculum Vitae contain full details regarding my qualifications and experience.

Thank you for your kind consideration of my application

Yours faithfully,

**Key Skills and Qualities:**

* Excellent communication skills
* Ability to multi-task
* Team player
* Excellent leadership qualities
* Excellent phone ethics
* Planning and organizing
* Creativity
* Good computer skills

**Personal Details:**

Date of Birth: 20th September 1984

Marital Status: Single

Nationality: South African

Visa: Visit visa

Driving license: Full - Can be converted in UAE

**Educational Credentials:**

* Tygerberg High School - Cape Town, South-Africa, 1999 - 2003

**Certifications:**

* Oracle eBusiness Suite: General Ledger Capturer
* Oracle eBusiness Suite: Payroll User
* Oracle eBusiness Suite: Accounts Payable Capturer
* Oracle eBusiness Suite: Accounts Receivable Capturer
* Oracle eBusiness Suite: Accounts Receivable Loans
* Oracle eBusiness Suite: Accounts Receivable Debtors
* AMS: Taxation & Payroll master class

**Professional Experience:**

**January 2007 - Present**

**South African Social Security Agency** (Sassa is a governmental institution that is responsible for the registration and pay out of grant related funds. The type of grants is the old age grants, disability grants and child support grants. Sassa looks after the poor and vulnerable people of South-Africa)

**Responsibilities:**

* Distributing of Pay Slips for 15th and Month end officials
* Requesting of payroll reports for monthly statistics
* Handling of payroll queries
* Follow-up on outstanding payroll reports
* Drafting of debt letters for in and out of service debtors
* Capturing of Transport and subsistence claims, mobile claims and emolument attachment orders
* Issuing of IRP 5’s (for tax purposes)
* Opening and filling of new debtors
* Dealing with attorneys on a weekly basis
* Updating of salary reports
* Dealing with medical insurance queries
* Dealing with all payroll accounts
* Dealing with all payroll inquiries
* Assisting walk in clients with payroll queries on the spot

**General:**

I was also the travel coordinator in my unit, making travel arrangements for those individuals that needed to travel. I was the assets coordinator for my unit and had to ensure assets were updated, checked and accounted for. I also assisted staff when the printers and all other IT equipment was not functioning correctly. I used to be the store keepers as well for my unit and had to ensure all employees had the necessary stationary needed to perform their day to day tasks.

**June 2005 - December 2006**

**South African Department of Social Development**

**Finance Clerk**

**Responsibilities:**

* Capturing and identifying Grant Overpayments and the identifying of all Grant fraud cases
* Handling of all related queries
* General office administration
* Traveling to all Local offices within the Western Cape to do Audits
* Filing
* Sorting of files
* Auditing of all the offices files to ensure that all the relevant information is placed on the Grant files.

**Overseas Experience:**

I have worked in the UK (England and Scotland) in 2004. I was a barman and waiter at the Drimsynie Hotel in Lochgoilhead, Argyl Scotland. From there I went to England where I worked in Oxforshire in a Pub/Motel/Restaurant. There I was a barman a waiter and had to ensure that the Hotel rooms was cleaned and ready for guests. I had to take down reservations for both the restaurant area as well as the rooms and was also in charge of making breakfast for guest in the morning. I also had to ensure that the laundry was done and that the pub area was clean. At times I would also help out the chef in the kitchen and had to ensure that all cutlery and dishes was cleaned.