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| Jason  Email :  Jason-389967@2freemail.com | A person smiling for the camera  Description automatically generated |

Assistant accountant, administration, adaptable with a desire to see positive change in people, businesses, communities and countries. Primary skills being bookkeeping, administration, teaching and software testing.

# Skills

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| --- | --- |
| * Bookkeeping * Cashbook/Bank Reconciliation * Accounts Payable/Receivable * Database Design * Sales/Credit Control | * Windows & Microsoft Office * Rental Management * Report Development * Market Research * Software Testing |

# Experience (Full Time)

### 2019 – 2019

## Administration/Support Eduristic (Pvt) Ltd (Personal Development)

Support role in planning, developing, forecasting, marketing and administration of the start up company.

### 2008 – 2018

## Bookkeeper/I.C.T / John Pocock & Co (Pvt) Ltd (Real Estate)

Handling of Trust account of 1500+ properties. Bank reconciliation, lessors, creditors, commission statements and payments. Internal and external reports. Bulk SMS’s and emailing. Software testing, suggested customization, implementation and training. General hardware and software office assistance to staff members.

While working in various roles I designed changes to the functionality in the accounts department as well as introduced bulk SMS’s and email sending of statements and promotions.

After the company upgraded system software with insufficient testing this led to major problems. I was called in from an accounting role to help solve the problem. I identified the main issues and with the programmers corrected them. Later I developed customizations which automated much work and enabled my-self and others to spend more time with other tasks.

Identified mis-posting/system errors where thousands of US dollars in earnings were not transferred to the income account under the previous bookkeeper. Trained and gave remote assistance to the firm’s other branch in system software and bookkeeping procedures.

Worked closely with credit control, letting, maintenance and directors in developing customized reports that were beneficial to them.

### 2007 –2007

## Administration Clerk / Wyns Engineering (Engineering)

Was responsible for receiving job orders with a workshop of 20 members. Job card calculations, quotations, emailing, data entry, stock purchases, invoicing, credit control, general sales and enquiries. Working closely with the workshop team to ensure timely job completion.

### 2005 –2006

## Accounts Assistant / R & R Transport (Transport/Earth-Moving)

Worked directly with the accountant handling 20+ trucks, various earth moving equipment and a workforce of 40+ employees. Additional did sales periodically. Key responsibilities were invoicing, quotations, bank reconciliation, reports, customer service, sales, purchases, accounts payable and receivable.

Over a 3-month period as the accountant was away, I managed to successfully carry out all the required duties. As part time Salesman secured one of the largest contracts the company had ever received.

**Experience (Part Time)**

### 2018

### **Workshop Instructor** Bitclub (Cryptocurrency)

### Teaching and education of cryptocurrencies through workshops. Practical assistance on the functionality of cryptocurrencies and its history and positive impact.

### 2014 - 2016

### **Sales & Marketing** Global intergrated wealth (Real Estate)

### Assisted in developing marketing material for Real Estate and Insurance products in North America. This was used to generate leads and recruit sales rrepresentatives.

### 2012 - 2017

### **Administration/Design/Model** The Truth Apparel (Clothing)

### General administration assistance, costing of clothing, designing and modelling of clothing

### 2006

### **Database Designer** Christian Brothers College (Education)

Development of old boys database. Data entry of relevant information from files fOr the previous seven years.

# Education

### 2006

## Accounting Certificate / National University of Science & Technology

Completed 1st year of a Bachelor of Commerce Accounting major degree. Studied throughout the 2nd year without sitting exams.

### 2005

## I.C.D.L / City College

Proficient in all 7 modules; Computer Essentials, Word Processing, Spreadsheets, Databases, Presentations, Emailing, Online Essentials.

### 2004

## GCSE Advanced-Level / Christian Brothers College

Obtained 14 points; Geography (A) Accounts (B) Business Management (C) Mathematics (D)

# Activities

As a passionate Christian I am a published author, have taught and been an administrator for bible schools. Currently I am part of a Christian Community sports league B.C.L where I volunteer on the administration team responsible for reports, progress analysis and online marketing of the league. I founded a community football team Saints F.C in 2018 and have also assisted as a physical trainer in gyms. I am a member of a crime prevention and rehabilitation non-profit organization ZACRO from 2015. I have assisted in counselling and have been actively involved in youth leadership initiatives such as Khetha with Youth For Christ in 2017.

**Volounteer Work**

### 2017-2019

### **Beloved Sons Ministries** (Church)

### Teaching,Bible school administration,Video cameraman,Media team.

### 2018-2019

### **B.C.L & Saints F.C** (Non profit sports league)

### Administration, social media marketing,league promotion, Coaching

### 2016-2018

### **Z.A.C.R.O** (Non profit prison rehabilitation)

### Counselling, preaching to inmates and organising prison visits.

### 2017

### **Youth For Christ** (Christian non profit)

### Organised talent search ,judged and selected talent as part of a team.

### 2013-2015

### **Jesus Ministries** (Church)

### Bible school teaching and administration, homeless outreaches

# Abilities

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| --- | --- |
| * Leadership * Teaching * Team Building * Writing * Coaching/Training | * Adaptive * Quick leaner * Public Speaking * Counselling * Preaching |