



JAYNE ANN SIM

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I am a single, mature, non-smoking female, who is disabled, loves to work with figures and do reconciliations. Punctuality and telephone etiquette are very important to me.

Personal Details

| | |
|------------------------|--------------------|
| Date of birth | 10 September 1962 |
| Marital Status | Single |
| Drivers License | Yes |
| Own Vehicle | No |
| Languages | English, Afrikaans |

Education

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| 1980 | Matric Mowat Park High School |
| 1999 | Management Development Damelin |
| 1992 | Team Leader Training Certificate Standard Bank |
| 1992 | Telephone Etiquette Standard Bank |

Skills

Personal Attributes

- Organised
- Punctual
- Hard worker
- Team player
- Have a very hard work ethic
- Kept the Debtors between 30 and 60 days at Easy Africa except Government Departments.
- Started and ran an Email Problem Management Helpdesk at Standard Bank.

Computer Literacy

- MS Word
- MS Excel Intermediate
- Asim
- Pastel Accounting
- MS Outlook
- Electronic Diaries
- Lotus Notes
- Pastel Payroll

Work Experience

Belph Tradings cc, *January 2016 to February 2017*

Bookkeeper / Personal Assistant

- Allocating payments on Pastel Partner
- Capturing Books for 4 Different Companies
- Petty Cash
- Credit Notes
- Receiving Visitors for Director
- Capturing Invoices
- Reconciliation of Suppliers
- General ad-hoc duties, secretarial duties
- Collecting Monies from Department of Defence
- Answering Telephones
- Booking of Flights and Accommodation
- Payroll

Reason for leaving

Retrenched

Norman Goodfellows, *August 2014 to February 2015*

Administrator

- Allocating payments on Trader
 - Sales
 - Petty Cash
 - Credit Notes
 - Internal Sales on Till
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- Receiving Visitors for Director
 - Cash Sales on Till
 - Reconciliation on Trader
 - General ad-hoc duties, secretarial duties
 - Banking, cashbooks and petty cash.

Reason for leaving

End of contract

Easy Africa Solutions, March 2008 to December 2013

Financial Assistant

- Allocating payments on Pastel evolution
- Printing statements
- Invoices and POD's
- Processing invoices
- Reconciliation on Pastel
- Debtors book value of R2.5 million
- General ad-hoc duties, secretarial duties
- Banking, cashbooks and petty cash.

Reason for leaving

Resigned

Temporary Contracts, March 2009 to December 2015

Various

- Norman Goodfellows, November 2015 to December 2015
 - Sales
- The Union Bar, April 2014 to July 2014
 - Admin
- Total Hygiene, November 2009 to March 2010
 - Credit Controller – Accpac
- Plumblink, October 2009 to November 2009
 - Credit Controller
- Mr Sweet, October 2009 to October 2009
 - Invoice Clerk
- Atlas Copco, January 2009 to September 2009
 - Debt Administrator
- Lifesense Financial Services, March 2008 to November 2008
 - Claim Administrator

Reason for leaving

Temp positions

Lancelot Consulting, *August 2004 to March 2008*

Office Manager / Bookkeeper

- Allocating payments on Pastel evolution
- Printing statements
- Invoices and POD's
- Processing invoices
- Reconciliation on Pastel
- Debtors book value of R350 000
- General ad-hoc duties, secretarial duties
- Banking, cashbooks and petty cash
- Travel and accommodation arrangements
- Electronic diary control for managing director and 4 consultants.

Reason for leaving

Retrenched

Standard Bank, *December 1998 to July 2004*

Production Liaison Officer / Business Analyst / Problem Management

- Minutes of meetings
- Helpdesk team leader
- Crisis management
- Liaison between programmers and management
- Compiled monthly management stats report
- Helpdesk liaison
- Day to day problem management
- Call logging
- Problem resolution
- Resolution tracking
- On-going meeting of internal and service level agreements
- Staff management
- Setting key result areas
- Creating job descriptions.

Reason for leaving

Accepted position
within family business

First National Bank, *February 1998 to November 1998*

Teller

Standard Bank, *March 1994 to April 1997*

Helpdesk Liaison Team Leader

Standard Bank, *March 1981 to March 1994*

Implementation Officer / Teller

References

Name: Jeff Glazer
Company: Norman Goodfellows
Position: General Manager
Tel: 011 788 4814
Email: jeff@ngf.co.za

Name: Justin Kramer
Company: The Union Pop-Up Bar
Position: Owner
Tel: 083 431 8833
Email: justin@unionbar.co.za

Name: Manzi Maphalala
Company: Standard Bank
Position: IT Manager
Tel: 082 724 7400
Email: Manzi.maphalala@standardbank.co.za