



Curriculum Vitae

Deidre Wessels

Curriculum vitae of Deidre Wessels

Personal Profile

Surname : Wessels
First Names : Deidre Juliet
Identity Number : 7311080121084
Drivers licence : Code 08
Transport : Own Vehicle
Nationality : South African (Coloured) Female
Religion : Christian

Education Qualifications

Secondary Qualifications

High School : Riverlea Senior Secondary
Highest Std : Matric
Subjects : English
Afrikaans
Geopgraphy
History
Biology
Mathematics

Year completed : 1991

Tertiary Qualifications

College : Damelin
Course : Basic Bookkeeping

Completed : November 2002

Institution : University Of Johannesburg

Course : National Diploma in Project Management

Duration : January 2012 - November 2013

I am a goal orientated, self-motivated individual. I get along with people very easily. I am a strong individual and can work well as a team member.

Employment History

Period : July 2013 until current

Company : University of Johannesburg
(Department of Information & Knowledge Management)

Job Description : Departmental Secretary

Duties:

Co-ordination and scheduling of boardroom bookings. Administration of the archive process with Metrofile. Scheduling and supervision of Student Assistants and tutors. Collection of Extra- Curricular & post graduate applications. Co-ordination and control of stationery. Assisting with the HOD's diary. Administration of the temp appointments for the department including claims. Administration of orders place for the department via oracle.

System used : Microsoft Outlook
Microsoft Word
Microsoft Excel
Oracle
(Claims, Appointments, Internet expenses, Procurement)
ITS

Period : January 2009 - June 2013

Company : University Of Johannesburg
(Department of Finance & Investment Management)

Job description : Administrative Assistant

Duties:

Co-ordination of boardroom bookings. Administration of the archive process with Metrofile. Scheduling and supervision of the Student assistants. Sick note administration. Auditor arrangements and management. Checking programme review files. Co-ordination of reception window. Collection of extra-curricular & post graduate applications. Media Arrangements of Extra- curricular classes. Edulink support for extra- curricular courses. Co-ordination and control of stationery.

System Used : Microsoft Windows 2010

Excel, Word, Outlook

Period : 08 /11 /2004 – 31/12/2008

Company : Nashua North

Job Description : Creditors Clerk / Bookkeeper

Duties:

Capture invoices and allocate to general ledger accounts. Reconcile vendor accounts to statements monthly. Communicating any queries with vendors and internal staff. Creditors loaded for payment. Electronic payments monthly with the exception of a few cheques per month. Statutory returns PAYE, SDL, UIF & Vat. Period end processing. Print check listings. Cashbook batches captured and paid. Bank reconciliations. Responsible for own filing. Responsible for 100 – 150 vendors. Book value +- 15 million rand per month.

Reason for leaving : Irreconcilable differences.

Period : 05/10/2004 – 02/11/2004

Company : J S E Sandton

Job Description : Creditors Clerk (Temp Assignment)

Duties:

Invoices captured and filed in creditors to pay. Creditors reconciled against monthly statements. Ensuring invoices are authorized by department managers.

Creditors loaded for payment. Communicating with vendors on queries. Filing all creditors.

System used : Acc Pacc Windows & FNB Campus

Reason for leaving : Temporary Assignment

Period : 01/04/2002 – 30/09/2004

Company : Questek Marketing

Job Description : Creditors Clerk

Duties:

Local Creditors

Ensuring quantities ordered are reconciled against quantities supplied, queries and back orders are noted. Reconcile accounts against statements as they are received monthly. Invoices are attached to corresponding purchase orders. Creditors list is updated according to age analysis. Freight accounts is reconciled and maintained accurately with assistance of the shipping clerk. Payments done on FNB cams.

Overseas Creditors

Overseas invoices are captured and filed in overseas creditors to pay, creditors are reconciled once payment is made. List prepared weekly in conjunction with shipping clerk. Invoices converted to Rand figures at the daily current exchange rate. Creditors maintained accurately. Responsible for own filing. Book value 3-7 million Rand monthly.

System used : Acc Pacc Dos & Fnb Cams.

Period : October 1998 – March 2002

Company : Addeco

Job Description : Creditors Clerk

Duties:

Ensure completion of Order requisition forms, detailed analysis of expenses, accurate allocations of costs to general ledger accounts. Filing of batches, accurate listing and capture of creditors. Collection of incoming mail, distribution of mail, banking of cheques. Assist in detailed recording of Statutory returns and submissions thereof. Reconciling of monthly liabilities to GL. Records and receipts of petty cash and balancing of petty cash.

System used : Acc Pacc Windows

Period : June 1996 – September 1998

Company : Van De Venter Meiring Inc.

Job Description : Debt Collector

Duties:

Communicating with Debtors & Clients. Advising of legal actions, sorting queries. Calculating balances. Issuing summons, deciding judgement. Responsible for own correspondence & litigation for sheriffs, debtors and clients.

System Used : MS Windows '95

MS Excel

Client Business Solutions

Flexi Trace ITC

Period : September 1994 – June 1996

Company : Technihire LTD

Job Description : Salary & Debtors Clerk

Duties:

Adding timesheets and clock cards, batching timesheets and clock cards processing on the AS400. Calculating advances and processing. Running preliminary reports for Salaries and Invoices and statements. Checking prelims, posting finals. Printing Salary Statements, Invoices & Statements for Debtors. Responsible for own filing, reconciliations & debtor queries.

System Used : AS400 (Brought forward system)

Period : January 1992 – September 1994

Company : Clicks Group

Job Description : Jewellery Consultant

Duties:

Responsible for the Jewellery counter, handling sales, the cash register and cashing up the till. Customer liaison, window dressing. Ordering stock and receiving deliveries.