

CONFIDENTIAL PROFILE
OF
Savera Singh

13 High Street,
Brixton, 2092
Cell: 0843190350
Alt: 0823357150

Dear Arlene

Trust you are well on receipt of this email.

I write in response to the job posting of Receptionist at Right Cars. Please consider my Curriculum Vitae as a formal application. I believe my qualifications, experience and personal fit, combine to create an excellent match for this position. Please allow me to highlight my skills to align with your requirements.

Secretarial and Bookkeeping Diploma

Just over 30 years' experience in various facets of PA-Administration full function secretarial and financial management reporting as a bookkeeper with the emphasis on accounting and cost management as well as operational & inventory sectors in a manufacturing production & retail industry.

Experience in Payroll for + 7000 employees & ISO 9001-2015 -Internal Auditing, SABS,NRCS,DTI audits

As per my CV I have worked in various companies managing the payroll, bookkeeping, creditors functions as well as personal assistance to Exec member, directors and managers.

Full responsibility for processing accounts receivable, accounts payable, reconciliations, payroll, Run Management Accounts from Pastel BIC for EXCO, retail/manufacturing inventory and pa functions.

Highly detail-orientated and able to organize and manage multiple responsibilities to meet strict deadlines.

Managed a team of creditors clerks, inventory clerks, warehouse assistants, kitchen and cleaning staff. Managed uniform issue and store. Stationery and grocery buying and issue.

Proven record of accomplishment utilizing strong analytical skills to complete data-intensive reporting requirements.

Solid working knowledge of Pastel12-18, VIP Premier and Microsoft package.

Able to work both independently and as part of a team.

I am aware that my experience may exceed the requirements for this position, however I am genuinely interested in this opportunity as it aligns with my long-term career goals and offers the type of environment where I can contribute meaningfully while continuing to grow. I believe my background will allow me to add value from day one, support the team effectively and

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adapt quickly to the role. I am committed to the position and confident that my skills will allow me to contribute positively, while meeting the expectations of this role.

I appreciate the opportunity to meet with you as soon as possible.

Thank you for your time and consideration.

Sincerely

Savera Singh

PERSONAL INFORMATION

NAME Savera Singh
LANGUAGES English, Afrikaans
Contact number 0843190350
Other contact number 0823357150

Drivers Licence Code (08) Own Car

QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR OBTAINED
Risk Management	Corporate Risk Management	1999
Bookkeeping Diploma	Sight and Sound College	1987
Secretarial Diploma	Sight and Sound College	1986
Matric	Wingen Heights Secondary	1985

WORK EXPERIENCE

Current Work Experience

**Group Assistant /admin/
Internal Auditor** Phoenix Industrial March 17 to present

POSITION	COMPANY	DATE
Payroll Administrator	Stallion Security	Feb 2008 May 08
HR & Financial Administrator	Supprescraft	Jan 2007 to Jan 2008
Creditors Administrator	SABEX Breweries	Nov 2005 to Dec 2006
Creditors	La Farge	Aug 2000 to Oct 2005
Front Office Manager	Hotel Staff Recruitment	Jan 2000 to Aug 2000
Secretary Ops / Logistics	The Cold Chain	Jan 1994 to Jul 1999
Planning and Wage Clerk	PTX Distributors	Apr 1990 to Feb 1993

EDUCATION

Secondary Education	Wingen Heights Secondary	Matric	1985
Tertiary Education	Corporate Risk Management	Risk Management	1999
	Sight & Sound College	Bookkeeping Diploma	1987
	Sight & Sound College	Secretarial Diploma	1986

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COMPUTER PACKAGES

Sage Pastel Partner V12/V14/V18, Pastel BIC
MS Word, Excel, Outlook, Power Point
Sage VIP

COMPANY : Phoenix Industrial
PERIOD OF EMPLOYMENT : March 2017 to present
POSITION : **Group Operations Assistant**

Duties

Strategy

This position will provide administrative support for the Group Operations Manager and which is to ensure open and transparent communication with all production department managers, Warehouses, Finance and Human Resources including Retail Operations Manager and the Retail Managers, etc, ensuring all strategies are implemented and maintained.

Responsibilities:-

- Typing and filing of any and all relevant documentation, from verbal, written notes and or recorded notes
- ISO — Diarize planned dates of ISO daily, weekly and monthly meetings with managers –
- Updating the daily and weekly meeting of Operations Manager and production managers – in regards to the reviewing of each managers department, in regards to production
- Production –
To ensure that the continuous improvement plans, documents and works implemented - templates made and filing is managed correctly
- Raw materials – Pastel Stock on hand data extraction and set into excel format for Operations manager to analyze –for ordering of raw materials and Production
- Raw materials – Pastel Sales data extraction and set into excel format for Operations manager to analyze for Production – projection, planning and monitoring
- Packaging - Analysis and Ordering
- Finished products – Stock movement analysis in order to assist with Stock management from production to sales
- Monitoring Managers production reports signed by Op’s versus actual quantities
- ISO Internal audits – To assist with material and planning for Ops Manager internal audits, to be done on all departments, production, warehouse, retail stores and including Human Resources, Finance and Administration, and buyer, etc.
- To extract, calculate, combine Excel spread sheet analysis and maintain by product, both for manufacturing and buy outs
- Sales History and Projections - Assist with deriving and extracting support information- using the Pastel sales analysis for production planning;

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- Stock on Hand analyses – Assist with deriving and extracting support information-
Pastel Stock on hand versus Stock actual
- Important to note: These completed excel spread sheets will be used for ordering of raw materials, packaging and communication and publication to managers
- To ensure publication of reports for all Manufacturing produced versus daily, weekly and monthly targets, and daily numbers reached to CEO, OPERATIONS AND MANAGERS

➤ Updating files on the weekly and monthly ISO strategies assisting with the receiving and inspection on the progress of each manager; i.e.; That is:

Staff Management Analysis

- Assist to monitor - Multi –skilling (Training) and
- Progressive growth (succession training)
- HR Policies

a) Communication

b) HR Corrective actions

c) HR Disciplinary

Risk Management

Updating files on the weekly and monthly ISO strategy assisting with the receiving and inspection on the progress of each manager; i.e.; That is:

- Assets

i) Asset registers and

Costs

ii) Cost Reductions on Working Asset analysis of repairs and maintenance – In order to reconcile and advise on replacement where necessary

iii) Costs Reductions - Staff to be certified and or internal authorized training on working assets to reduce costs associated with incorrect procedures, etc

- Track - Receive and file each managers documentation - Ensuring file and documents ready for each meeting

To ensure all journals are entered, finished daily and signed off by Operations according to planned schedules

i) Warehouse - Boots, Stock sheets – Verification audit trails

ii) Security reports;

- NCR – Collate and file NCR for Group Operations Manager to investigate all matters pertaining to root causes of NCR.

i) NCR - Maintaining close communication with/for Group Operations Manager, tracking and filing any form of communication to/from departments, internal and external staff, customers and organizations.

- To assist in collating all ISO actioned controlled sheets - that these are received from Managers and submitted to Group Operations Manager every day for monitoring and assessment of each target set per department

➤ Together with HR - organize planned monthly Managerial assessments and staff assessments including the monitoring of training (Until such time –we get a HR generalist)

i) To assist in preparing timeline training schedule to be submitted to Executive for approval and follow through by HR department.

ii) To file comments and notations from Group Operations Manager on implementation

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of agreed action plans

- To assist in ensuring all safety, health and environmental standard documents are signed and received e.g. floor evacuation plans (training fire marshals, potential danger points), staff wearing protective gear, hygiene, maintenance of fire extinguishers.
- Assist the Operations Manager to call / liaise with Customers, Companies and government organizations.
- To assist HR by maintaining our Company Policy manual, the Policies, Procedures and Disciplinary - Code of Conduct
- Develop and maintain office filing system for Group Operations Manager
- Perform other administrative duties as requested by the Group Operations Manager and carry out any other duties assigned to meet the goals and objectives of Phoenix Industrial

Internal Auditor

- a) The Internal Auditor shall only audit areas that they have no responsibility for.
- b) The Internal Auditor shall inform the staff within the area they are to audit of when the audit is to take place.
- c) The Internal Auditor shall be open minded when undertaking the audit and base the audit on the procedure in operation, or as stated. Observations may be made, but no assistance may be given in identifying the corrective action.
- d) The Internal Auditor shall familiarise themselves with the procedure of the area they are to audit. This may be by reading any written procedure, or by asking top management what the procedure is.
- e) The Internal Auditor shall record any answers to questions.
- f) The Internal Auditor shall establish a checklist based on information given, or written in the procedure.
- g) The Internal Auditor shall undertake the audit using the checklist as basis. This may be done by checking documentary evidence, observation or questioning of staff.
- h) The Internal Auditor shall record any answers to questions on an Audit Report, or where documents have been used to justify a decision the document identification shall be recorded on the Audit Report.
- i) The Internal Auditor shall verify that where signatures/initials etc., are used for authorizations i.e. inspections etc., the employee/member of staff to which they refer has been properly authorised either by senior management, or by virtue of the recorded training/skills of the individual. Where this is not the case then any such occurrence will be logged as a major non-conformance against the system.
- j) The Internal Auditor shall record the findings of any variances, non-conformances and omissions to the procedure on the Audit Report.
- k) The Internal Auditor shall record any actions to be taken and the person responsible to correct any variances, non-conformances and omissions.
- l) The Internal Auditor shall advise and receive acceptance of any person/s responsible for the variances, non-conformance and omission.
- m) The Internal Auditor shall not restrict themselves to just the procedure they have been assigned to audit where other procedures or departments have an influence on the procedure being audited.
- n) Where an audit of the Quality Manual is being carried out the assigned auditor will check:
 - that it is controlled;
 - amendments are up to date;
 - the Organization and responsibilities are current;
 - the Quality Policy aims and objectives are being met;

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- that any definitions given are clear;
 - the scope is accurate;
 - that the outline of the procedures is relevant and meets the Company's operations and the standard. (Note: when auditing this it is essential that the auditor verifies this against the standard).
- o) The Internal Auditor shall hand the audit report to the QMS Representative when the audit has been completed and all corrective actions have been undertaken and checked by the Internal Auditor to be compliant..

COMPANY : Stallion Security
PERIOD OF EMPLOYMENT : 1 June 2008 to Oct 2017
POSITION : **Senior Bookkeeper / PA to FD, FM, MD**

PA duties to Financial Director, Financial Manager, Managing Director and HOD's

Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or to provide general assistance during presentations
Answering phone calls, enquiries and requests
Meeting and greeting visitors at all levels of seniority
Organising and maintaining diaries and making appointments
Dealing with incoming email, faxes and post, often corresponding on behalf of the manager or director
Producing documents, correspondences, reports
Organising and attending meetings and ensuring the manager or director is well prepared for meetings
Liaising with customers, suppliers and other staff.
BEE Certificates
Responsibility for accounts and budgets
Taking on some of the manager's responsibilities and working more closely with management
Deputising for the manager, making decisions and delegating work to others in the manager's absence
Involved in decision making processes.
Implementing and maintaining procedures administrative systems
Preparing letters, presentations and reports
Arranging in-house and external events
Ordering and maintaining stationary and equipment.
Supervise kitchen and support staff
Perform general clerical duties to include but not limited to: photocopying, faxing, mailing and filing

Duties as Senior Bookkeeper

Reconciliation of Main cash book, 5 branch cashbooks, Salaries, Investment Cashbooks, 10 Petty Cashbooks
Reconcile Balance Sheet accounts
Run Management accounts on Business Intelligence
Do Monthly Income statement and Balance sheet to Trial Balance and send to Financial Director by 18 to 20th
Compile Salaries and wages batches of all Loans and pay-outs during the month
Intercompany Recharges for all Inventory
Prepare third party payments and recons
Prepare and capture VAT201 for SARS and Lesotho Vat

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Do all Recurring Journal Entries
Maintain Vehicle listing among branches
Capture and do Instalment, Insurance and Depreciation of all Vehicles
Reconcile Maintain Debit order accounts
Order stationery – Pre- printed and office
Reconcile all inter co loan accounts
Year -end audits and financials Assist Auditors
General financial bookkeeping duties

COMPANY : Stallion Security
PERIOD OF EMPLOYMENT : February 2008 to May 2008
POSITION : **Payroll Administrator for 7000 employees**

Duties

Process all new salary and wage employees
Process all overtime
Processing all abscondence, terminations
Processing all UIF, IOD and CCMA claims
Calculations of all sick leave and Leave days
Download wage hours from Easy Roster
Capture all uniform, loans, fines, miscellaneous deductions
Capture Petrol, Cell Allowances and deductions
Run payroll for last day of the month
Print payslips and send out to all divisions including courier to all branches
Send out General Ledger reports to Dept Accountants
Send Company Recons, Pay Registers, Remuneration reports
Reconcile third Parties as per attached list
Reconcile Uniform deductions
Reconcile Discovery Medical Aid, Meritor and NBC Provident funds – send schedules out by 7th
Reconcile WCA
Sit in with Accountants to match all recons – fix errors where necessary
SOB /SIRA reports
Management Reports for all Divisions
Do pay queries on the 7th of the month
Do Salary and Wage queries after month end
Attend to Payroll quarterly statistic forms, WA8 forms, WCA Forms, PAYE/SDL/UIF