Nadia MARIA BARNARD

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**PERSONAL DETAILS**

* Born 29 December 1985
* Id No: 851229 0084 082
* Address 14 Germains Avenue

Brakpan

1541

* Gender Female
* Religion Christian
* Marital Status Married
* Dependents Two
* Health Status Excellent
* Nationality RSA
* Criminal Offence None
* Driver’s License Code B (08)
* Own Transport Yes
* Hobbies Singing / Dancing
* Contact Cell 074 234 6276
* E-mail nadia.barnard7@gmail.com

**LANGUAGES**

* Afrikaans - Advanced and fluent
* (Read, write and speak)
* English – Advanced and fluent
* (Read, write and speak)

**EDUCATION AND PROFESSIONAL TRAINING**

* High school Diploma - Matriculated 2003
* High school Hoogland – Brakpan – Gauteng – South Africa

**Courses and Training**

* Pastel Payroll
* Pastel Partner
* Quick books
* Turbo cash
* Turbo Time
* City Power Vendor Course
* Quadrem / Ariba Sasol Supply Centre
* SAP

**SummaRY**

Self - motivated debtors and creditors controller with 7years experience, offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail oriented with clerical, bookkeeping, bank reconciliation, Pastel Payroll, P A Y E and VAT knowledge.

**SUMMARY OF SKILLS**

* Pastel Partner • Fluent in Afrikaans and English
* Pastel Payroll • Professional and mature
* Quick books • Proper phone etiquette
* SAP • Strong communication skills
* Turbo cash • Independent worker
* Turbo Time • Advanced clerical knowledge
* Excel Spreadsheets • Invoice coding familiarity
* Microsoft Word • Advanced Computer skills
* Bank reconciliations • Allocating Payments
* Invoice processing • Order processing
* Quotations • Capturing suppliers invoices
* Month end Statements • Reliable and Trustworthy

**ACCOMPLISHMENTS**

*Accounting Skills*

* *Operated computers programmed with accounting software to record, store and analyze information.*

*Employee Management*

* *Liaised with HR department to establish employee benefits, training, payroll and termination procedures.*

*Administration*

* *Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.*

*Customer Service*

* *Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.*

*Training*

* *Successfully trained staff in all office systems and databases, policies and procedures while focusing on minimizing errors and generating superior results.*

**WORK EXPERIENCE**

**Admin Clerk**

Cinrey Engineering cc - Boksburg – Gauteng 011 918 5779

* Reception – Answering, making and transfer calls to right departments
* Quick books – Invoicing, Orders, Statements, Bank Recon’s
* Wages – Weekly and monthly
* VAT
* P A Y E
* Petty Cash

March 2004 – March 2006

**Debtors / Creditors Control**

Wanderers Engineering cc - Brakpan – Gauteng 011 813 1251

* Turbo cash – Order, Invoice, statements, follow up on payments
* Turbo Time – Weekly wages (+ - 30)
* Allocate Payments to Customers
* Open Job cards for new orders
* Capturing of all supplier Invoices
* Credit Control and Reconciliation
* Follow up on outstanding orders
* Place new orders with suppliers and follow up on due (delivery) dates
* Report directly to director on arranged days
* Director’s Personal assistant – booking flights
* Organizing meetings with clients / suppliers / office staff
* In charge of Office Personnel
* Accompany director to meetings with customers – regarding accounts

May 2006 – April 2008

**HR / Finance / Accounting**

Marang Corporation (Pty) Ltd – Benoni – Gauteng 011 968 9800

* Contracts – new personnel
* Resignations / warnings / liaise with labour consultant
* Retrenchments
* Dismissals / Polygraph tests
* Completion of UIF forms
* In charge of Office Personnel
* Pastel Partner
* Invoices, Statements, bank reconciliations
* Allocate Payments
* Open new accounts – suppliers / customers
* Customers overdue accounts on hold
* Orders to suppliers
* Processing all suppliers data / invoices
* Meeting deadlines on time
* Liaise with Auditors – financial year end
* Registration for BBBEE
* Full Debtors function
* City Power GRN uploads
* Full Creditors function
* Handling of all customer queries
* Handing a full debtors / creditors list to director at month end.
* Making payments to suppliers
* Access to Internet banking to ensure customer’s payments was received and allocated to the correct invoices.
* Pastel Payroll (4 Different companies)
* P A Y E strictly done on the 5th, 6th or 7th of each and every month to minimize penalties and Interest charged by SARS
* Correct deductions – as per Bargaining council

Performed debit credit and total accounts on computer spreadsheets/databases, using specialized accounting software.

Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.

Calculate figures such as discounts, percentage allocations and credits

May 2008 – Current

**PERSONAL QUALITIES**

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent in working with others to achieve a certain objective on time and with excellence.