



# Amanda Eastland

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am Amanda Eastland; I am married with two sons, a non-smoker and of sober habits. I have been employed in the Settlement Division at PnP for 3 years and in the Property Division for another 2 years, having also worked in retail up to the level of store Manager. I have acquired my National Diploma in Technical Financial Accounting through Distance Learning. I am organised, disciplined, hardworking and loyal. I have excellent interpersonal skills and work well within a team. I believe that with the training and experience that I have accumulated over the years, that I would be an asset to your organisation if given the opportunity.

Preferred occupation                      Debtors clerk  
Finance jobs

Preferred work location                      Cape Town  
Western Cape

## Contacts and general information about me

Gender    Female

Residential location                              Cape Town  
Western Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

You were working at:	Debtors clerk
Occupation	Finance Administrator, Property Administrator, Debtors clerk, Creditors clerk
What you did at this job position?	<ul style="list-style-type: none"> <li>• Ensure that a vendor account is created for all new stores prior to opening</li> <li>• Collect invoices and supporting documents from landlords for allocated stores</li> <li>• Capture fall landlord statement charges correctly on SAP-RE on time and accurately</li> <li>• Identify statement irregularities</li> <li>• Ensure landlords are paid timeously</li> <li>• Capture detail in respect of variable charges</li> <li>• Take ownership of resolving queries with limited assistance of management</li> <li>• Create and link customer account on SAP-RE</li> <li>• Capture ad-hoc charges</li> <li>• Send tenant invoices out</li> <li>• Receipt payments and follow up on outstanding debt</li> <li>• Take ownership of resolving queries with limited assistance of management</li> <li>• Owner payment, property, tenant and leases</li> <li>• Close all tenant accounts by clearing balances, suspending late payments, interest, stopping recurring charges and closing all accounting</li> <li>• Load leases on MDA (new and renewal)</li> <li>• Bill tenants rent and related charges, ensure recoveries are maximised in terms of lease agreements</li> <li>• Send monthly reports to owners for accounting purposes</li> <li>• Ensure that monthly owner payment bond payments are made on due date</li> <li>• Check and sign expense accruals in order to ensure that the amount is correct</li> <li>• Advise schedule co-ordinator of changes to vacancy schedule and when they occur</li> <li>• Assist PM with broker enquiries as required</li> <li>• Prepare lease agreements/Addendums Cessions and send to tenant for signature</li> <li>• Follow up on return of lease agreement</li> <li>• Review clauses where tenants have requested changes Facilities</li> <li>• Assist with calling of contractors to arrange meetings, enquiring about status of jobs underway</li> <li>• Request quotes</li> <li>• Issue Orders</li> </ul>
Working period	<b>nuo 2020.09 iki 2020.11</b>
Company name	Lancewood
You were working at:	Banking
Occupation	Debtors Clerk
What you did at this job position?	<ul style="list-style-type: none"> <li>• Liaising with sundry creditors for statements</li> <li>• Monitor delivery of invoices to ensure invoices delivered according to standard operating procedures</li> <li>• Implement improved policies and procedures and monitor adherence</li> <li>• Claims Management</li> <li>• Managing Petty Cash (7 Branches)</li> <li>• Loading Debtors and Creditors on K8</li> <li>• Liaising with branches on daily basis/Cash ups</li> <li>• Intercompany Transactions and payments on Monthly Basis</li> </ul>

### Education

Educational period	<b>nuo 2014.04 iki 2016.12</b>
Degree	Diploma
Educational institution	Sacob
Educational qualification	Diploma Technical Financial Accounting

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Microsoft Office

Sap

Kerridge

Syspro

### Conferences, seminars

Joan Hinrichsen (2013-2016)

- Pick n Pay (Settlement Supervisor)
- Tel: 021 658 1790/082 345 0733

Burton Gertze (2016-2019)

- Pick n Pay (Property Supervisor)
- Tel: 082 940 2437

Jonathan Williams (2019 -2020)

- Every Nation Church
- Tel: 083 805 7508

Suzanne Fourie (2020 -2020)

- Lancewood (Finance Manager)
- Tel: 082 633 5615

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2007-06-00 (16 years)
Salary you wish	18000 R per month
How much do you earn now	15000 R per month