



Daleen Kirstein

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I was a Financial Manager, I worked in an environment where what you say does not matter unless you can substantiate it with records and statistics. It was my responsibility to make sure that all transactions are recorded, accurate and authorised. My result is to present detailed, accurate financial statements to management and the board of directors.

I am a focused person, dedicated to the cause, reliable, industrious, practical, and detail-oriented. I commit to excellence in everything I do. I enjoy being part of a team, but also function well on my own; I do like to take on more than what I am expected to.

I am an aspiring trainer, sharing of thoughts, ideas and knowledge. I have an unwavering interest in the ability to communicate a message that influences and persuades an audience.

It is because of the above-mentioned that I would like to continue my career in finances, which requires paying attention to every detail.

Preferred occupation	Finance managers
	Finance jobs
	Bookkeeper
	Administrative jobs
	Accountants
	Finance jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

Contacts and general information about me

Day of birth	1970-09-14 (55 years old)
Gender	Female
Residential location	Pretoria / Tshwane
	Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2016.02 iki 2016.12
Company name	YFS
You were working at:	Finance managers
Occupation	Director/Owner
What you did at this job position?	1. Plans, organizes, and controls the overall accounting and administration functions. 2. Measure financial performance. 3. To ensure the integrity of the balance sheet through the reconciliation and verification of all balance sheet items. 4. To understand our customers. 5. To gauge our market and marketing efforts. 6. Be aware of opportunities to increase the profitability of the business. 7. Prevent misappropriation of company assets by installing the necessary controls. 8. Ensure that maximum efficiency and effectiveness is maintained from all computer systems and users. 9. Ensure an orderly and controlled trading environment by installing and maintaining the necessary financial and administration controls. 10. Monthly review of all balance sheet, debtor, and creditor reconciliation's. 12. Optimize VAT input credits. Ensure documentation retained for VAT purposes. 13. Liaise with the auditors in connection with the submission of all income tax returns. 14. To measure operational performance.

Working period	nuo 2009.11 iki 2016.02
Company name	Northam Toyota
You were working at:	Finance managers
Occupation	Financial Management
What you did at this job position?	<ol style="list-style-type: none"> 1. Plans, organizes, and controls the overall accounting and administration functions. 2. Maintain an effective system of internal controls covering all aspects of operations, especially in connection with vehicle sales, parts and service operations. 3. To control and supervise all staff in administration department to ensure the integrity of the balance sheet through the reconciliation and verification of all balance sheet items. 4. Review and control daily cash flows, through effective stock and credit control. 5. Preparation of Monthly Management Accounts – both internally and to Toyota SA. 6. Timeous preparation of annual Budget. 7. Be aware of opportunities to increase the profitability of the business. 8. Prevent misappropriation of company assets by installing the necessary controls. 9. Ensure that maximum efficiency and effectiveness is maintained from all computer systems and users. 10. Ensure an orderly and controlled trading environment by installing and maintaining the necessary financial and administration controls. 11. Review all systems of internal control on a regular basis. 12. Monthly review of all balance sheet, debtor, and creditor reconciliation's. 13. Optimize VAT input credits. Ensure documentation retained for VAT purposes. 14. Ensure all deadlines are met. 15. Ensure a timeous audit i.e. Annual Financial Statement to be completed and audited no more than one month after the end of the Financial Year. 16. Liaise with the auditors in connection with the submission of all income tax returns. 17. Control of overhead and selling costs within budget. 18. To assist Departmental Managers in identifying and analyzing problem areas, as well as providing additional information they may require. 19. Performance Agreements to be in place with reporting staff. 20. Set dates and conduct Review Discussions with all staff. 21. Support and guide Dealership Managers with the implementation of the Performance Management System. 22. Monitor salary reviews and agree incentive and performance bonus schemes with Dealer Principal. 23. Ensure that administration procedures assist rather than hamper customer service and supplier requirements and encourage adherence to an ethical code of conduct. 24. Ensure accurate Fixed Asset registers are maintained. 25. Assist and advise dealership staff on the preparation of annual business plans and budgets. 26. Assist and encourage dealership and departmental managers to effectively interpret monthly accounts. 27. Ensure financial operating controls are in place e.g. D.O.C. and regularly review trial balance and ensure the reconciliation of all balance sheet items, as well as the processing of relevant adjustments. 28. Provide auditors with necessary information and liaise on stock counts. 29. Advise staff on preparation of year-end counts. 30. Remain informed on the financial implications of current trends and changes in the automotive industry while at all times providing financial expertise as required.

Working period	nuo 2006.09 iki 2009.11
Company name	ADP
You were working at:	Other jobs
Occupation	Autoline Consultant / Analyst
What you did at this job position?	1. Respond to issues as quickly and as effectively as possible. 2. Diagnosing customer issues. 3. Resolving technical and system environmental issues. 4. Answering "quick questions" relating to the use of the software. 5. Analyzing issues to identify opportunities for customers to reduce call volumes. 6. Constantly monitor and escalate support calls where delays occur. 7. Seek improvement in response times and service levels. 8. To carry out such other duties reasonably falling within the scope of the position as may be required by the company. 9. Preparation of packs for software. 10. System set up for companies. 11. Importing data from other financial systems to Autoline. 12. Training of dealership personnel on Autoline. 13. Hand-holding after implementations goes live. 14. Addressing issues identified during and after implementation.

Education

Educational period	nuo 1989.01 iki 1991.12
Degree	Degree
Educational institution	University of Pretoria
Educational qualification	B Com (Accounting)
Educational period	nuo 1984.01 iki 1988.12
Degree	Grade 12 / Matric
Educational institution	Hoërskool Overkruin
Educational qualification	Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Autoline/Kerridge (Dealer Monitor System)
 Microsoft Office
 Motadata (Motor Industry)
 Pastel Accounting
 VIP Payroll
 Sage One

Conferences, seminars

VIP Tax Principles Workshop
 VIP Detailed Tax Year-end Workshop
 ISO 9002 – Quality Auditing Workshop
 Lotus Notes Version 5
 VIP Employment Equity
 BMW Employment Equity
 ISO 9002 Installation
 BMW Sams Project
 ABSA Cashfocus
 VIP Payroll Administration
 Lotus Notes
 Business Management Report Guidelines
 Income Tax Seminar
 VIP Payroll Course
 Statistical Sampling Seminar
 Audit Standards Seminar
 VIP Tax Principles Workshop
 VIP Detailed Tax Year-end Workshop

Recommendations

Contact person	Jan Liebenberg
Company	NSN
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Contact person	Gwen van den Berg
Occupation	Accountant
Company	Northam Toyota
Telephone number	+27 (83) 4608854
Email address	admin7@northamtoyota.co.za

Additional information

Your hobbies	Design and make greeting cards Sewing, reading, beading, crochet watching films
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1988-10-00 (37 years)