

Vanessa Augustine

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have vast experience in debtors and creditors - over 20 odd years

Debtors - receipting eft's and card payments ; allocating payment correctly with correct reference - eg. invoice nos. or job nos. ; communicating with clients via emails and telephonically regarding outstanding payments and following up on queries ; reducing the debtors book; scan and email invoices and with supporting docs to clients - eg. to Insurance company for prompt payments; also requesting payments on Portals - eg. from Outsurance; Discovery; Old Mutual; One Com ; sending out statements to clients ; ensuring the payments are met timeously; reconciling debtors accounts ; completing vendor documents; create correct client details on system; preparing debtors reports for Management ; reporting to Financial Manager ; assisting with Audits ; attention to detail ; sorting queries daily; have had the best debtors book in the Barloworld Group ; teamplayer; ensuring all documents are filed and in place; all Adhoc duties

Creditors - reporting to the Financial Manager - reconciling all creditors accounts before deadline - so creditors can be paid timeously; requesting all COD payments on system; and reconciling all COD accounts ensuring discounts are passed; processing all supplier invoices; credit notes ; etc ; ensuring the supplier invoices are processed to the correct ledger codes; all processing of documents are processed daily; following up on all outstanding proof of deliveries and have authorized by Management for processing; ensuring the creditors recons are clean; sorting out all queries with suppliers via telephonic and emails on a daily basis; processing of all rfcs. return for credits and following up on credits for the all rfcs; completing credit application forms; and all Adhoc duties

Assisting the staff in office - ensuring all is smooth running in office ; had new staff on clocking system; ensuring staff have their training off site and on portal eg Ford & Mazda; Landrover; Renault; etc; ensuring training is paid and certificates are received

Preferred occupation Debtors clerk
Finance jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1967-08-17 (56 years old)

Gender	Female
Residential location	SANDTON RANDBURG Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	23400 R per month
How much do you earn now	23400 R per month