



# Marryjane Khumalo

Curriculum Vitae (CV)

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

A competent and committed credit controller with 12 years valuable experience working in the finance departments of major companies. I'm primarily involved in chasing up overdue payments, resolving credit control issues, and developing relationships in order to reduce a client debt. Other than that, I am also in charge of account reconciliations and adjustments, arranging payments plans, dealing with queries, update records and making client calls. Furthermore, I am a fast worker who is able to read, compile, compute and record numerical data accurately. Possessing a strong aptitude for accounting as well as numbers means that I can manage multiple demands without losing focus or energy.

|                      |                               |
|----------------------|-------------------------------|
| Preferred occupation | Debtors clerk<br>Finance jobs |
|----------------------|-------------------------------|

|                         |                         |
|-------------------------|-------------------------|
| Preferred work location | Johannesburg<br>Gauteng |
|-------------------------|-------------------------|

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1989-11-04 (34 years old)  |
| Gender               | Female   |
| Residential location | East Rand<br>Gauteng   |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2014.09 iki 2023.03**

Company name Berzack Brothers - Bidvest Group

You were working at: Debtors clerk

Occupation Credit Controller

What you did at this job position? Allocating customer payments Balancing petty float weekly Trace direct deposits on the bank statement Handling debtors queries Reconciling all debtors accounts Follow up timeously on non- payments telephonically Customer service and liaison Ensure outstanding receivables are collected within agreed time limits Resolution of account queries Monthly statements Debtors report compiled on request Respond to internal and external queries on time Capturing and reconciling of bank statement to GL acc/cash book Stock receipting(local) Process all new accounts , Ensure all credit applications are completed prior to forwarding for the credit vetting process(new/ existing accounts) Assist Financial Manager in receivables forecasting. Generate reports detailing accounts receivables status. Assisting with setting up and maintaining customer files on the system(including credit history details) Clear and maintain all unallocated receipts

Working period **nuo 2011.10 iki 2014.08**

Company name Control Instruments Automotive

You were working at: Debtors clerk

Occupation Credit Controller

What you did at this job position? Process all new accounts , Ensure all credit applications are completed prior to forwarding for the credit vetting process(new/ existing accounts) Process all new accounts , Ensure all credit applications are completed prior to forwarding for the credit vetting process(new/ existing accounts) Allocating customer payments Receipting of all cod payments daily Banking done daily (cash/cod) Balancing cashier float weekly Trace direct deposits on the bank statement Handling debtors queries Reconciling all debtors accounts Follow up timeously on non- payments telephonically Customer service and liaison Ensure outstanding receivables are collected within agreed time limits Resolution of account queries Monthly statements Debtors report compiled on request Respond to internal and external queries on time Ensure all bad debts are identified and written off Age analysis followed up daily Handling book value of ± R20 million, ±350 accounts

Working period **nuo 2010.10 iki 2011.04**

Company name Kapico Sa

You were working at: Debtors clerk

Occupation COD/ Credit Controller

What you did at this job position? Opening new accounts for customers Follow up on queries Update of limits on accounts Post month end statements Allocating customer payments Filing customer's cods and pods analysis, Printing and sending customer statements

## Education

Educational period **nuo 2007.02 iki 2008.12**  
 Degree Diploma  
 Educational institution Jeppe College of Commerce and Computer Studies  
 Educational qualification Advanced Diploma in Financial accounting  
 I could work Credit Controller

Educational period **nuo 2009.02 iki 2018.11**  
 Degree Diploma  
 Educational institution Institute of Certified Bookkeepers  
 Educational qualification National Diploma in Financial Accounting  
 I could work Assistant Accountant, Bookkeeper, Credit Controller

Educational period **nuo 2021.07 iki dabar**  
 Degree Degree  
 Educational institution Mancosa  
 Educational qualification Bachelors OF Commerce in Financial Management  
 I could work Accountant

#### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | good           | fluent              | good          |
| isiZulu   | good           | good                | basic         |
| Setswana  | good           | good                | basic         |
| Xitsonga  | good           | very good           | fluent        |
| SiSwati   | good           | good                | do not know   |
| Tshivenda | good           | good                | do not know   |

#### Computer knowledge

Proficient in MS Word and MS Excel

☐ Syspro

☐ Pastel ☐

Microsoft Dynamics Navision

☐ Techfinity

☐ Accpac

#### Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2012-12-00 (11 years)

Salary you wish 26000 R per month

How much do you earn now

22539 R per month