



Celest Versfeld

Curriculum Vitae (CV)

What job i'm looking for? My positive points

An accomplished and versatile professional with over 20 years of diverse experience in accounting, payroll, and human resource management across multiple industries. Adept at managing financial operations, processing payroll, and overseeing HR functions with a strong focus on compliance and efficiency.

- Proven expertise in accounts reconciliation, financial reporting, and tax compliance.
- Skilled in handling payroll processes, including statutory submissions (EMP201, IRP5, UIF).
- Strong HR management experience, including recruitment, employee relations, and disciplinary investigations.
- Advanced proficiency in Pastel Payroll, Pastel Evolution, and PSiber Payroll systems.
- Excellent problem-solving and communication abilities, enabling effective stakeholder management.

In my pursuit of a HR Management and Practitioner Diploma through Labournet, I strengthened my understanding of diverse HR topics such as Labour Relations and Skills Development. Additionally, my

professional background has included relevant responsibilities such as providing HR support, preparing

job descriptions, records management, and cross-cultural communication. With these attributes in mind, I am ready to thrive in this challenging and energizing field.

Preferred occupation	Accountants
	Finance jobs
Preferred work location	Finance officer
	Finance jobs
	Pretoria / Tshwane
	Gauteng
	West Rand
	Gauteng

Contacts and general information about me

Day of birth	1978-08-29 (47 years old)
Gender	Female
Residential location	Hartbeespoort

North West

Telephone number

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

Email address

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Work experience

Working period	nuo 2022.06 iki 2022.12
Company name	Realnet Hartbeespoort
You were working at:	Accountants
Occupation	Accountant
What you did at this job position?	Spearheaded the accounting department, ensuring timely and accurate payment processing. • Reconciled accounts, ensuring a 98% accuracy rate in financial records. • Managed VAT, PAYE, and salary compliance, reducing discrepancies by 20%. • Improved payroll processing efficiency, completing all tasks ahead of deadlines
Working period	nuo 2017.05 iki 2022.03
Company name	Moditi Consulting Engineers
You were working at:	Accountants
Occupation	Bookkeeper/Payroll Administrator
What you did at this job position?	Accounting, Payroll, Human Resource, Budgets, Audits

Education

Educational period	nuo 2021.01 iki 2023.11
Degree	Diploma
Educational institution	Labournet
Educational qualification	Human Resource Manager
I could work	Payroll and Human Resource
Educational period	nuo 2015.04 iki 2015.04
Degree	Certificate
Educational institution	Kudos Training
Educational qualification	Pastel and Payroll
I could work	Pastel

Languages

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

Computer knowledge

MS Office Suite
Intranet (Eskom)
Groupwise (Eskom)
Pastel V12
Pastel Evolution
Pastel Payroll
PSIber Payroll

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
Salary you wish	30000 R per month
How much do you earn now	25000 R per month