

CURRICULUM VITAE

ZENOBIA

Please contact JUDE Migrant Employment Co-ordinator

for further information Phone 03 535 4161

PERSONAL STATEMENT:

I have a current NZ work permit and I am seeking a general administration role where I can apply my proven skills and practical experience in:

- Bank consultant and sales
- Accounts administration
- Office administration
- Computer skills-accounting packages, data entry and word processing

KEY WORK SKILLS AND ATTRIBUTES

- Over one year's practical experience as an external banking consultant
- Six years practical administrative and financial experience gained working in a university environment – progressed from administrative assistant/receptionist to senior financial officer and acted as campus accounts manager.
- Administrative skills include reception, managing a busy switchboard, operating office machinery, banking of daily cash takings, dealing with customers, students and staff.
- Accounting skills include the processing of accounts payable and receivable, reconciliations, preparing budgets and controlling thereof, managing inventories, processing subsistence and travel allowances,
- Previous secondary teaching experience where I was responsible for physical education for girls and ESOL for 14 to 17 years old students.

Attributes

- A well organized, friendly, reliable and mature individual with a wealth of administrative experience.
- Professional in manner and appearance.
- Able to prioritize a demanding workload under pressure.
- Flexible and willing to go the extra mile.
- Function well on my own but I am also a good team player.
- Quick to learn new systems and processes.
- Previous supervisory skills

- Sales & Marketing abilities and experience
- Excellent communication and interpersonal skills
- Relates confidently with managers, clients, colleagues students, internal and external stakeholders.

WORK HISTORY

May 2007 – Aug 2008	<p>External banking consultant – First National Bank Key Responsibilities: Applied product knowledge to achieve sales results. Actively marketed all FNB products and services. Provide customers solutions to banking problems.</p>
June 2001 – Apr 2007	<p>Various positions -Nelson Mandela Metropolitan University</p>
Campus Accountant	<p>Assisted with the control of capital and operating expenditure. Exercised control over student debtors, reception, cashiers and procurement.</p>
Senior Financial Officer	<p>Reconciliation of accounts payable and receivable. Printed budget reports regularly. Liaised with other departments within the university pertaining budgets etc. Travel & claims reconciliations and payout.</p>
Administrative Assistant	<p>Operated a busy switchboard. Dealt with people on a daily basis via telephone, email and walk-in's. Handled large cash amounts on a daily basis. Typed letters and reports with due regard for confidentiality. Organized travel itineraries for senior students and staff members.</p>
Jan 1989 – Dec 1998	<p>Teacher at Parkdene Secondary School Key Responsibilities: Responsible for ESOL for grade 8 – grade 11. Responsible for physical education for girls Coached softball, netball and volleyball after school. Served on various committees at school</p>

EDUCATIONAL QUALIFICATION & TRAINING

Jan 2004 – Dec 2004	<p>Business Management Certificate: NQF Level 5 Port Elizabeth Technikon, 1 year course</p>
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Subjects: Operations Management, Marketing,
Financial Management, Human Resources
Project Management and Strategic Planning Skills

Jan 1986 – Nov 1988 Diploma in Education
3 year Teachers' Diploma obtained at Bellville College of
Education

Subjects: English, Afrikaans, Mathematics, Physical Education

Other short courses

2000 Microsoft office package
2003 Pastel (Bookkeeping programme)
2003 Human Resources Development and Interview skills
2004 Personal Development and Leadership Course
2007/2008 Different bank related courses

Interest

- Love listening to music, especially jazz
- Enjoys the outdoors
- Enjoy spending quality time with family over weekends

Referees/Work

- Heinrich Herselman, previous campus accounts manager, Nelson Mandela Metropolitan University
Tel: +27 721 937 817, heinrich@everitt.co.za
- Victor Meyer, Procurement Supervisor, Nelson Mandela Metropolitan University
Tel: +27 44 801 5111, victor.meyer@nmmu.ac.za

Referees/Personal

- Jude Ryan-O'Dea, Migrant employment co-ordinator
Canterbury Employers' Chamber of Commerce
Tel: DDI 03 353 4161
Email: juder@cecc.org.nz
- Zelda Theunissen, Hairdresser at the Bush Inn Centre
Tel: 03 348 5037

