

Samu Gumbie

Receptionist (Part time, one morning a week) - Dr L Rivett Physiotherapy

Randburg, Gauteng
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I am an ambitious, energetic, self-motivated and reliable individual who thrives on working under pressure. Additionally, I am a confident and I possess excellent communication & interpersonal skills and also possess good conceptual thinking skills. To add on, I believe that I can be an invaluable asset to your organization when given the platform. I have great excel and word skills that assist me to be very effective in performing my duties. I am keen on transitioning back to into the workforce after taking time off to raise a family

WORK EXPERIENCE

Receptionist (Part time, one morning a week)

Dr L Rivett Physiotherapy - 2017-07 - Present

Responsibilities:

- Manning the front desk
- Maintaining the diary
- Receipting of patients

2. Position: Stay home mom

Co-founder of AGS doing administration, sales, marketing and bookkeeping

Gumbie family - 2013-10 - Present

Period: October 2013 to now Responsibilities:

- Maintaining the home budget and the accounts
- Running a mentoring and coaching for stay home moms
- Speaker for women who are domestics
- Selling ladies accessories such as Shoes and Handbags
- Co-founder of AGS doing administration, sales, marketing and bookkeeping

3. Position: Accounts officer (Voluntary)

Executive assistant

Iconaf - 2013-07 - 2013-09

Period: July 2013 to Sept 2013

Responsibilities:

- Maintain the cash book
- Prepare budgets for each department
- Processing of Debtors and Creditors
- Preparing monthly financial reports

4. Position: Executive assistant

Debtors Clerk

Bahati Investment Holdings - 2011-11 - 2012-05

Period: November 2011 to May 2012

Responsibilities:

- To ensure that the office is managed professionally, record keeping is done both electronically and on paper
- Communicating with customers & suppliers to meet the commercial goals of the team.
- To support the marketing efforts of the commercial managers and the sales team.
- To ensure that all information pertaining to the trading activities of the company is kept on a strictly confidential basis at all times.
- Ensuring that company accounts are kept and recorded timeously.

5. Position: Debtors Clerk

Accountant

Strategic Corporate Solutions - 2008-10 - 2010-06

Period: October 2008 - June 2010

Responsibilities:

- Performing bookkeeping duties for various clients which entailed the following: - General Ledger, Preparation of monthly financial reports, reconciling & maintaining balance sheet accounts, debt collection & processing of debtors.

6. Position: Accountant

Revenue Specialist

Kago Office Automation - 2007-05 - 2008-09

Period: May 2007 - Sept 2008

Responsibilities:

- Preparing Income statements and monthly management reports.
- Compiling and analysing financial information to prepare necessary reconciliations and journal entries to accounts.
- Monitoring and reviewing accounting and related system reports for accuracy and completeness.
- Analysing revenue and expenditure trends and recommending appropriate budget levels and ensuring expenditure control.
- Reporting billing invoices and accounting policies to staff and clients.
- Resolving accounting discrepancies and reconciliations.
- Recommending, develop and maintain financial data bases, computer software systems and manual filing systems
- Supervising the input and handling of financial data and reports for the company's automated financial systems.

7. Position: Revenue Specialist

Issuing of Temporary

Zimbabwe Revenue Authority - 2004-11 - 2007-02

Period: Nov 2004- Feb 2007

Responsibilities:

- Registration of companies and issuing
- Examination of company taxes & individual files to ascertain tax payable or refundable.
- Debt management, collecting of debts, calculation of penalty and interest.
- Clearing travellers and granting relevant rebates.
- Calculation of duty and carbon tax, Issuing of Temporary import permits for vehicles.
- Issuing Bills of entry for imports and exports

- Clearance of import and export parcels.

8. Position: Intern

Internship

Dairibord Pvt Ltd - 2002-12 - 2003-01

Responsibilities:

- Preparing cheques for payments
- Dealing with creditors' entries, posting payments & updating the cash book.
- Filing and debt collection

EDUCATION

Certificate

Lemay's Training Centre
2007

Bachelor of Accounting in Accounting

University of Namibia
2000-02 - 2003-11

Diploma in Business Management

Multi Careers College

Diploma

College for Business and Maritime Studies

SKILLS

Excel, Internet Explorer, Microsoft Excel, Microsoft PowerPoint, Microsoft Word

ADDITIONAL INFORMATION

Computer Skills

I am well versed in the use of the following:

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Pastel
- Internet Explorer
- Outlook express