

## Curriculum Vitae: Elsje Badenhorst

Nationality	South African
Education	Higher Certificate in Practical Accounting (2002) Damelin, South Africa  Certificate in Practical Bookkeeping and Accounting (2002) Institute of Certified Bookkeepers, South Africa
Languages	English (fluent), Afrikaans (fluent)
Membership of professional bodies	<ul style="list-style-type: none"> <li>• Basic Telephone Skills Workshop</li> <li>• Customer Service Excellence Workshop</li> <li>• Communication and Conflict Handling</li> <li>• Pastel Payroll Workshops</li> <li>• Payroll Administration</li> <li>• Tax Basics</li> <li>• Act Workshops</li> <li>• Pastel Basic Refresher</li> <li>• Freight Training: SA VAT Act &amp; Exports</li> </ul>

### Employment record

Mar 2019 - Present	Administrative Manager OneWorld Sustainable Investments, South Africa
Sept 2014 – Dec 2018	Administrative Manager Ecochem Pumps, South Africa
Sept 2010 – Aug 2014	Financial Administrator Syam Distributor, South Africa
Oct 1998 - Jul 2010	Senior Financial Advisor Free State Transformers, South Africa
1997 - 1998	Receptionist/ Administrator Contact Engine & Gearbox

### Relevant professional experience

Mar 2019 - Present OneWorld Sustainable Investments

#### ***Administrative Manager***

Elsje Badenhorst joined the OneWorld team in 2019 and currently holds the position of Administrative Manager. She is highly skilled in finance, administration and logistics.

Her responsibilities include:

- Book all travel arrangements, including liaising with Team Members and Associates to ensure appropriate flight, accommodation and ground travel as needed.
- Supplier invoice reports and payments, petty cash, Forex, financial record keeping documents filed, scanned.
- Handling of Payroll and managing the leave schedule for all employees
- Daily Internet Banking, FNB bank payments, statements, daily cash flow and cheque payments



- Planning and coordinating administrative procedures and systems and devising ways to streamline processes
- General administration and reception, schedule and manage appointments
- Project tracking: Creating Project Information Sheets (including teams, budgets, clients/funders, etc.)
- Project and deliverable tracking in order to facilitate timeous client invoicing and the financial health of the business.

Sept 2014- Dec  
2018

Ecochem Pumps

***Administrative Manger***

Elsje reported to the Financial Advisor. Her responsibilities included:

- Dealt with imports from France and USA, mainly air freight
- Handled costings
- Liaised with freight forwarders
- Managed admin office and cleaning department
- Stock on Pastel – conducted regular stock counts
- Reconciled VAT and PAYE submissions and submitted VAT and PAYE on E-filing
- Processed overseas creditors and payments for creditors
- General office duties
- Was responsible for all HR admin
- Handled the payroll on Sage Pastel Payroll for 45 employees
- Was responsible for confidential documentation
- Handled petty cash
- Fleet card management
- Made use of Pastel Partner Accounting
- Cashbook receipts and payments up to trial balance
- Oversaw debtors and creditors
- Finalized month-end and journals – prepared year-end packs
- Reconciled bank statements, creditors, debtors and petty cash
- Handled general accounts spreadsheets and budget on Excel
- Daily Internet Banking – Nedbank and Absa– bank payments, statements, daily cash flow and cheque payments

Sept 2010- Aug  
2014

Syam Distributors

***Financial Administrator***

Elsje reported to the owner. Her responsibilities included:

- Handled import function
- Liaised with overseas suppliers and freight forwarders
- Handled mainly sea freight and some air freight
- Handled stock on Pastel – purchase orders, GRV stock, Bills of material and regular stock counts
- Was responsible for general office duties and all administration
- Ordered stationery
- Handled all HR Admin
- Was responsible for confidential documentation
- Handled petty cash
- Managed fleet cards
- Handled cashbook receipts and payments up to trial balance



- 
- General accounts spreadsheets and budget on Excel
  - Captured data of customers and suppliers on ACT
  - Generated customer quotations on ACT
  - Filed documentation on ACT
  - Handled daily internet banking – Standard bank– bank payments, statements, daily cash flow and cheque payments
  - Dealt with Bidvest Bank – Foreign exchange contracts
  - Handled filing, faxing, scanning and photocopying
- 

Oct 1998- Jul 2010 Free State Transformers

**Senior Financial Advisor**

Elsje was initially employed as the receptionist and grew into the role of Senior Financial Advisor. Her responsibilities included:

- Receptionist and switchboard duties
  - General office duties and all administration
  - Controlled stationery and handled petty cash
  - Cashbook receipts and payments up to trial balance
  - Handled debtors and creditors invoicing (accounts receivable and accounts payable)
  - Reconciled bank statements, creditors, debtors and petty cash
  - Handled general accounts spreadsheets on Excel
  - Audited Creditors monthly – invoices, orders and quantities
  - Was responsible for daily internet banking–Standard bank, ABSA, FNB, Nedbank – bank payments, statements, daily cash flow and cheque payments
  - Handled personnel administration – personnel records, leave, all deductions
  - Maintained attendance records and timesheets
  - Handled payroll budgets fortnight and month end
  - Processed wages fortnightly and salaries monthly on Pastel Payroll
  - Prepared monthly payroll reports on Excel spreadsheets
  - Handled monthly returns for PAYE, UIF, SDL and union returns
  - MIBFA: Completed monthly contributions/levy submission summary form, contribution return for sick fund, provident fund and levies forms. Reconciled and calculated of monthly payments to MIBFA
  - Completed application form for payment of benefits on resignation, retrenchment, retirement
  - NBCEI: Completed Levy return form monthly, reconciled and calculated payments to NBCEI monthly
-