



**26606**

## **Deveshnie**

### EDUCATIONAL QUALIFICATIONS

LAST SCHOOL : Chatsworth Secondary School  
YEAR COMPLETED 1997  
HIGHEST STANDARD : Matric Certificate (With Exemption)

### TERTIARY EDUCATION

1. NAME OF INSTITUTE : UNISA  
DEGREE COMPLETED : Bachelor of Commerce

(Majored in Accounting and Economics)

### **Balancing Act (Pty) Ltd**

POSITION : Accountant (2022-current)

#### DUTIES:

- Maintain and reconcile accounts receivable and payable
- Full Cash book function and cash flows
- Process and reconcile all bank statements and credit card accounts
- Process journal entries
- Online Transfers and payments
- Preparation & reconciliation of statutory returns and payments
- Fixed asset register and depreciation entries
- General Ledger Reconciliations
- Preparation of Monthly Income Statement and Balance Sheet
- Management Accounts
- Vat Reconciliations and payments
- Prepare budgets and forecasts

4> Accountant (hybrid and working from home based office) (yr2014 – 2021)  
Accounting and Audit firm work experience

## **DUTIES:**

- Maintain accounts receivable and payable
- Process and reconcile all bank statements and credit card accounts
- Process journal entries
- Online Transfers and payments
- Preparation & reconciliation of statutory returns and payments
- Fixed asset register and depreciation entries
- General Ledger Reconciliations
- Preparation of Monthly Income Statement and Balance Sheet
- Management Accounts
- Vat Reconciliations
- Audits and Annual Financial Statements
- Prepare budgets and forecasts

### **Inspiron Limited (Pty) Ltd**

#### **POSITION: Accountant (2006-2014)**

##### **DUTIES:**

- Preparation of Monthly Financial statement (Income Statement & Balance Sheet)
- General Ledger Reconciliations
- Salary and wages
- Preparation & reconciliation of all statutory returns and payments (PAYE, SDL, UIF and VAT)
- Fixed Asset register
- Complete function and reconciliation of Cash Book, Creditors & Debtors
- Payments of Suppliers
- Payroll Reconciliation
- Audits and Annual Financial Statements
- Prepare budgets and forecasts

### **Unitrans Freight (Pty) Ltd**

#### **Bookkeeper (yr 2001 -2006)**

- Preparation of Monthly Financial statement (Income Statement & Balance Sheet)
- General Ledger Reconciliations
- Salary and wage journals
- Preparation & reconciliation of all statutory returns and payments (PAYE, SDL, UIF and VAT)
- Fixed Asset register
- Preparation and entry of monthly accruals and provisions
- Bank reconciliation, Creditors & Debtors