



CURRICULUM VITAE

Personal Details

Full Name: MAGDA DOWKER
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Title: M/S
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Educational Qualifications

Natal College for Advanced Technical Education (Durban Business College – Albany Grove – Durban)
January 1974 to November 1974

Subjects: Burroughs & NCR Accounting Machines (Mechanised Accounting)

Accounting (Int)- Very good = 80 – 100 %
Typewriting (Sen)- Excellent = 80 – 100 %

Mitchell Girls High School – 1973

Subjects: English First Language Afrikaans Second Language
Practical Mathematics History
Geography Accountancy
Typing (47 w.p.m.)

Computer Literacy

Proficient with Pastel Versions 11
MS-Word MS-Excel
Outlook Express E-Mail

Summary of Employment

Experience in the Hospitality Industry.

<u>From</u>	<u>To</u>	<u>ESTABLISHMENT</u>	<u>Position</u>
July 2017	Oct 2017	Lakeside Accommodation – Knysna	Relief Manager
2017		Afri-LaLa Boutique Luxury Guest House	Relief Manager– Patsy 0828891605
2017		5 Burnham B&B – La Lucia	Relief Manager– Hillary 0833442044
Aug '16	Dec '16	Kingston Place Guest House – Umhlanga	Relief Manager – Martinus 031 5613680
July '15	Aug '16	Bally High B&B	Manager / Finance – Megan 0825798887
2013	2015	Oxford Manor B&B – Durban North	Relief Manager

<u>From</u>	<u>To</u>	<u>COMPANY NAME</u>	<u>Position</u>
From 2014		Virtual Assistant - Admin from home & Locum Hospitality Work.	
July '13	Dec '13	Chester Wholesale Meats	Reconciling of certain account (temp)
July '12	June '13	Rapid Laser Cutting cc	Administration / Bookkeeping
Nov '11	June '12	Heldeen Steel	Administration / Bookkeeping
May '11	Oct '11	Temp work	Admin / Pastel Acct.
Jan '11	April '11	Kloof Rest Home	Assist to Admin Manager
Nov '09	Dec '10	LFin Construction	Secretary / PA
July '07	Oct '08	Lighthouse Property Group	Admin & Long Term Letting Asst
Nov '05	June '07	Amazona Birds cc	Personal assistant
Oct '04	Feb '05	Anytime Stationers CC	Bookkeeper/Admin
Oct '03	Oct '04	Working from home / Temping	Administration.
Nov '01	Sept '03	Creative Stationery	Admin Asst.
Jan '96	Apr '01	NMK Schulz Fine Wines & Spirits	Admin Manager

Employment Details

Company Name: Bally High B&B
Position: Manager / Host / Administration / Financials
Date from: July 2015 to Current
Reason for Leaving: Position became redundant due to operational requirements, with no suitable alternative being available within the company

Responsibilities: Managing Front Desk / checking in guests / overseeing breakfast / housekeepers / purchasing / Ordering of stock for B&B. Working on Nightsbridge – running of reports / processing of invoices on Pastel / Reconciling bank account / Petty cash / C/card payments on Nedbank machine.

- Administration: making of bookings (Nightsbridge), managing of finances, ordering of Stock & supplies etc.
- Maintenance: upkeep of the interior / exterior of the guesthouse, the managing of Housekeepers & Gardeners.
- Planning of meals: developing and compiling of menus, estimating food quantities and costs, Purchasing of food supplies, preparation of food and supervision of kitchen helpers.
- Providing of information: on tourist attractions in the vicinity as well as on personal safety Precautions.
- Communicating with business associates

Satisfying Aspects:

- Creating a 'home from home' atmosphere for guests
- becoming friends with repeat visiting guests

Demanding aspects

- the pressure and stress of peak seasons
- juggling menus to provide good food at reasonable costs
- working some evenings, holidays and weekends
- dealing with dissatisfied or overly critical guests

REFERENCES:

Rosemarie van Staden
ChairLady NAA-SA
E-mail: chair@naa-sa.co.za
Tel: 079 849 4662

Megan Malan (Owner)
073 952 0081

Company Name: Rapid Laser Cutting cc
Position: Bookkeeper / Administration / Financials
Date from: July 2012 to June 2013
Reason for Leaving: Company Closed Down
Responsibilities: Overseeing all bookkeeping requirements on Pastel Accounting.
Invoicing daily
Maintaining of filing system.
Handling of Petty Cash, purchases for company and reconciling at month end
Typing of all reports and monthly survey.

Preparation of Budgets
Typing of all reports/minutes, presentation material & monthly surveys. Preparing of Budgets.
Dealing with staff personnel files, leave, sick applications. Sound interpersonal skills.
Debtors / Creditors Control. Account management
Capturing of bank statements and reconciling of accounts.
Receiving of Suppliers invoices reconciling with Statements when received.
Prepare Creditors schedule for payments by the 25th of each month.
SARS VAT/PAYE/UIF preparation and payments thereof.

Preparing the staff wages
EFT payment cash flow compiled and emailed to Financial Manager for permission to load for payment.
Weekly cash book compiled and emailed to Financial manager
Fixed Assets Schedule on Excel
Preparation of Balance Sheet of Pastel onto Excel showing that each items balances back to Pastel

Contact Person: Chris Human – Manager (Company closed down)

Company Name: Heldeen Steel
Position: Bookkeeper / Administration / Financials
Date from: November 2011 to May 2012 (Working hours 8h00 – 16h30 Monday to Friday)
Reason for Leaving: Contract came to end
Responsibilities: Overseeing all bookkeeping requirements on Pastel Accounting.
Invoicing daily
Maintaining the filing system.
Handling the petty cash box and book and doing all recons.
Typing of all reports/minutes, presentation material & monthly surveys. Preparing of Budgets.
Dealing with staff personnel files, leave, sick applications. Sound interpersonal skills.
Debtors / Creditors Control. Account management
Capturing of bank statements and reconciling of accounts.
Receiving of Suppliers invoices reconciling with Statements when received.
Prepare Creditors schedule for payments by the 25th of each month.
SARS VAT/PAYE/UIF preparation and payments thereof.
Preparing the staff wages
EFT management e.g. payments to be made

M/s Elaine de Fonseca 083 383 4408

Company Name: Kloof Rest Home
Position: Administration / Financials
Date from: January 2011 to April 2011 (Working hours 8h00 – 13h00 Monday to Friday)
Reason for Leaving: Outsource the Financial department
Responsibilities: Processing Tenants Invoices/statements for levies due, printing and posting.
Working with four estates and balancing the inter company accounts.
Processing of Financials by the 25th of each month for the four estates i.e. Report Writer – Actual vs Budgets, various ledger accounts. Capture petty cash
Capturing of bank statements and reconciling of accounts. Receiving of Suppliers invoices reconciling with Statements when received. Prepare Creditors schedule for payments by the 25th of each month.
All work done on Pastel accounting.

M/s Jeanette Putter (Administration Manager) 083 701 1006

Company Name: LFin Construction cc
Position: Secretary / Administration / Financials
Date from: November 2009 – December 2010 (Working hours 7h30 – 13h00 Monday to Friday)
Reason for Leaving: Contract came to an end
Responsibilities: Placing of orders for the different Contract sites, invoice the client
Capturing of bank statements and reconciling of accounts.
Receiving of Suppliers invoices reconciling with Statements when received.
Prepare Creditors schedule for payments by the 25th of each month.
SARS VAT/PAYE/UIF preparation and payments thereof.
Preparing the staff wages every week on an excel spreadsheet i.e. Time sheet; wage records; payslips; EFT transfer list; change breakdown for cash staff.
Preparations of MBA stamp duty payments for the staff and arranging for payment to be made. All work done on Pastel accounting.
Day to day duties of a Secretary

Luigi Finezzi – 082 907 0687

Company Name: Refined Oil Products
Position: Receptionist / PA
Date from: 15 January 2009 to 30 September 2009
Reason for Leaving: Contract came to an end
Responsibilities: · All reception related duties;
· answering of calls, · taking down orders,
· preparing a production schedule for the Supervisor making the margeen / fat /
pastry; · screening of calls for the Owner of the business
· liaising both telephonically and one on one with clients
· keeping records of all oils bought for the making of the products
· preparing of invoices / statements on Pastel accounting.
· uploading stock / suppliers / customers / pricing onto the Pastel accounting
· preparation of daily print outs on sales either for a customer or on stock.
· preparation of suppliers invoices for payment – preparing of excel payments
list and then attaching relevant documents for presentation of payment, once
paid marking the relevant docs and file.
· reconciling all Island View Storage Waybills for payment and preparation for
SARS. · Keeping the Staff files up to date, writing up clock cards on a weekly basis and
submitting on time for wages to be paid at the end of that week.
· keeping all files up to date in respect of doctors notes etc and letters of warning
· reconciling of debtors age analysis· capturing of payments for debtors and reconciling of
bank statements· handling of petty cash / COD customers money's – banking
all relevant monies and capturing all done on Pastel Accounting.· assisted the owner of
the company with all necessary / relevant documents required for the year end audit which
covers all creditors / debtors / stock / cost of stock on hand at month end.· kept the
owners daily diary up to date at all times· Liaised with the transport companies when 24
ton Taut-Liners where needed for stock having to go to Johannesburg.

Andre de Bruyn 082 573 3639

Company Name: Lighthouse Property Group
Position: Administration & Long Term Letting Assistant
Date from: July 2007 to October 2008
Reason for Leaving: Retrenched due to current Market situation
Responsibilities: Property Maintenance – maintain and update maintenance contact person list
Letting Advertising – placing of Ads – checking & keeping a record
Carrying out of Deed searches and computer assisted valuations on properties
Through Windeed, Valuation letters.Stationery – place orders when required.
Petty cash – purchase of office refreshments.Assisting the Financial Manager
in processing of Invoices / recons /Liasing with suppliers / placing of orders for
the company / applying for the Agents Certificates from the E.A.A.B. Attended
to the Holiday Letting refunds and Payments on internet banking and processed
work off Pastel. Interacting a lot with the owners / tenants and attending to the
needs of both. Assisting the Agent with all Administration requirements and
taking of calls with the possibility of new lets.Relieving in reception and
answering of phone calls

Etienne Louw - 072 206 7772

Company Name: Amazona Birds CC
Position: Personal Assistant
Date from: November 2005 – 30 June 2007
Reason for Leaving: Work closer to home
Responsibilities: Basically running the whole office which included:-
Invoicing/ credit notes/ purchase notes / Cash Book / receipting
Etc all done on Pastel
Reconciling of bank statements
Setting up appointments
HR functions – staff of 5 labourers ie wages / working management /
Stock control / working with foreign banking /
Making sure that the owners tax / vehicle / bank / credit cards / flight
/ were all in order.
Keeping notes on the birds born / sold / purchased /
Customer Liason
Vat / EMP 201 / IRP5

Company Name: Anytime Stationers CC
Position: Bookkeeper / Administration
Date from: 19 October 2004 – February 2005
Reason for Leaving: New Owner's took over and did not require a office person
Responsibilities: Invoicing / Credit Notes / Purchase Orders / Suppliers Invoices
Daily banking of the day's takings and receipting thereof.
Customer Liaison – on a daily basis.
Dealing with staff personnel files, leave, sick applications. Sound interpersonal skills.
Debtors / Creditors Control. Account management.
Reconciling Bank Statements
JSB / EMP 201 / Vat
Working with the Trial Balance / Bank Recon reports on Pastel. Capturing of the Petty Cash
Vouchers.

I have been with the company for almost 3 months. I have put a filing system in place. All work was being done manually and I have loaded all their debtors and creditors onto Pastel Accounting, loaded take on balances, have phoned and collected all outstanding monies and at this stage I am 96% on line with my manual workings to the Age Analysis on Pastel I am reconciling the 4 "problem" areas and then we will be online 100% with Pastel. I am also still loading all the takings and bank charges on which will then balance my Pastel bank reconciliation.

Pay all creditors at the end of the month and receipt same. As the debtors pay I mark for payment and I pull an age analysis once a week and look to see who has not paid and then I follow up with phone calls.

As per point 8 I issue the following returns on the respective dates ie EMP201 on the 7th of the month, JSB on the 20th of the month and then every second month I issue the Vat for the past 2 months.

Company Name: Creative Stationery (SA GREETINGS)
Position: Admin Assistant
Date From: November 12th 2001 to September 15th 2003
Reason for Leaving: Owner / Agent re-locating
Responsibilities: Taking orders telephonically, processing on computer and following up with delivery dates and customer liaison on a daily basis. Liasing with the transport company re deliveries.
Typing of all reports/minutes, presentation material & monthly surveys. Preparing of Budgets. Daily filing and maintaining the filing system.

Company Name: NMK Schulz Fine Wines & Spirits (Pty) Ltd
Position: Administration Manager
Date from: January 1996 to April 2001
Reason for Leaving: Company sold
Responsibilities: I was left in charge of the Durban Branch when the Regional Manager for Natal was out either calling on customers or on business trips to other parts of KZN.
Maintaining the filing system.
Ensuring that the fleet vehicles were in order and that the services were being done on time.
Daily banking of the day's deliveries and receipting thereof.
Handling the petty cash box and book and doing all recons.
Weekly stock ordering from our Head Office in Johannesburg. Receiving of goods, doing recons
Typing of all reports/minutes, presentation material & monthly surveys. Preparing of Budgets. General admin for Reps. Typing of price lists & schedules.
Customer Liaison – on a daily basis.
Dealing with staff personnel files, leave, sick applications. Sound interpersonal skills.
Debtors / Creditors Control. Account management.