



YOLA VAN DER BERGH

Personal Information

ID: 8102220262089

Gender: Female

Nationality: South African

Marital Status: Widow

Dependents: None

Drivers Endorsements: CODE 8

Notice Period: One calendar month



67 Juweel street, Jukskei
Park ,Randburg , Jhb



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Experience

HILTON HOTEL (then sold to Protea Hotel Group)

November 2003 – December 2007

Protea hotel group (June 2008- December 2009)

- Bookkeeper • Duties : Debtors , creditors, petty cash, banking, sales journals, SARS IRP5 Tax and recons, management of bills, Bank recons, emails, word , excel, pastel . Assist with Conferencing and Reservations.

ST LEDGER TRODD & ASSOCIATES

December 2007- May 2008

- Bookkeeper • Duties: Petty cash, emails, diary management, and life assurance, compiling of FICA files and client schedules , with life investments and market related investment

TATHAM WILKES INC.

November 2009 – February 2010 (Temp position)

- Debtors • Law Pac, emails, word, excel, receipting, bank recons, capturing fees, banking – handling of all debtors cash receipts, . Eft



payments, intercompany transfers.

VENN NEMETH & HART INC.

February 2010 to February 2014

- Bookkeeper • Duties: Lawpac, email- groupwise , word, excel, receipting , trust and business bank recons. Creditors for business account, Business EFT's , management accounts, travel claims, VAT, PAYE , Investment accounts. Handling of directors personal accounts. Set of books for VNH Credit management to Trial Balance.

Understudy to the finance manager – resulting in filing of positions of 5 bookkeepers(clearing of 2 debtors bank accounts, BOC, and Fees, Corpsavers and trust EFT's , law pay day end run)

SA TIMBER MARKETING – Timber Exporters

March 2014 – February 2015

- Bookkeeper • Duties: Emails, word, excel , pastel , bookkeeper for SA Timber marketing , Almapa Properties, Bold and New Investments, Invermooi farm, full set of accounts to Trial Balance. Bank recons, and eft payments and petty cash, VAT, returns and e-filing , PAYE.

OCCUSURE – Occupational Health Clinic

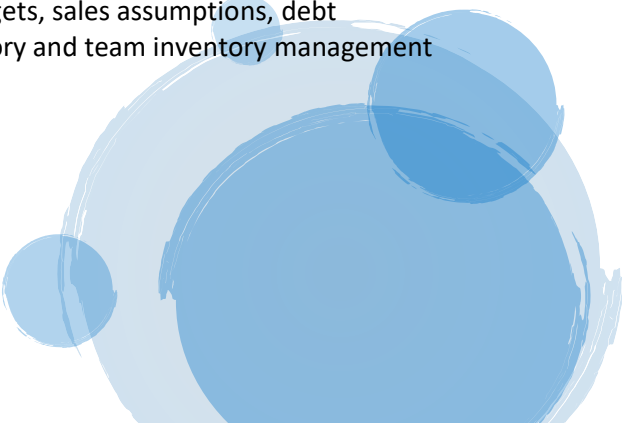
February 2015 – November 2016

- Head of Finance • Duties: Finance Management full set of books for Occusure & TST Trust. Management accounts, payments to suppliers, cashbook recons x 27 cashbooks. Mentoring and training, management of staff wage control account. SARS and monthly submissions, assist MD with costings, budgets and cashflow. Liaise with all branches (Gauteng, Pmb, Ladysmith, Vryheid, Ingula Eskom storage pump, Howick) Payroll of 188 staff, liaise with accountants for annual audits, manage accounts to Trial balance. Liaise with debt collection attorneys, allocation of costs and income to various project units, Manage finance teams located at various locations. Fleet management and working closely with Bank manager for new asset acquisition.

WEFCO MARKETING INTERNATIONAL CC

November 2016 – November 2021

- Senior Bookkeeper • Duties: Email, Pastel, word, excel . Full set of accounts for Wefco Marketing, Wefco International, Wefco Property, Lifeguard Property and Guardian Trust . Management accounts, Bookkeeping to Trial balance, Costings, forex , VAT, PAYE, liase with accountants for annual audits, call accounts and investment management, cashflow and budgets, sales assumptions, debt collections, bank recons, inventory and team inventory management



TSHELEKA CREDIT FINANCE

November 2021 – May 2022

- Bookkeeper • Duties: Email, Pastel, word, excel .

Bookkeeping to Trial balance.

HAY AND SCOTT ATTORNEYS

MAY 2022 – NOVEMBER 2024

- Senior Bookkeeper • Duties: Email, Pastel, Lawpac, word, excel . Full set of accounts for Hay and Scott Admin trust, full sent of accounts for Hay and Scott Attorneys (Trust) . Management accounts, Bookkeeping to Trial balance, VAT, PAYE, liase with accountants for annual audits, bank recons, creditors, PAYROLL.

AJ VENTER AND ASSOCIATES

SENIOR BOOKKEEPER to Trial balance

NOVEMBER 2024– current

- Senior Bookkeeper

- Duties: Email, AJS legal accounting, word, excel . Full set of accounts legal bookeeping . Management accounts, Bookkeeping to Trial balance, VAT, PAYE, liase with accountants for annual audits, bank recons, creditors, payroll, staff mentoring systems implementation, correction of accounts as non had been reconciled and no systems in place.

Education

PMB GIRLS HIGH SCHOOL – 1998

UNIVERSITY OF CONNECTICUT (UCONN) – 2000

Course : MS OFFICE 2000

(Word, Excel, PowerPoint , Access, Windows)

DAMELIN COMPUTER SCHOOL - 2001

Pastel V5.2

DAMELIN MANAGEMENT SCHOOL - 2002

Higher Certificate in Business Administration and Management

Subjects : Principles of Marketing , Principles of admin and management (distinction) and Bookkeeping

INTEC COLLEGE – 2003

Wedding Consultant



OXBRIDGE ACADEMY – 2006-2007

Diploma in Finance Management (1st year)
Bookkeeping (2 distinctions)
Accounting (1 distinction)
Finance Management 1 +2 (2 Distinctions)
Awarded Cum Laude & Lectori Salutem

NORCAZ ACADEMY - 2014

Certificate in imports and exports

SAGE PASTEL PAYROLL – 2015

Sage pastel payroll and HR

SAGE PASTEL ACCOUNTING – 2019

Pastel accounting version 18

INTEC COLLEGE – Started in June 2020

Diploma in Business Management

Communication

Home Language : English

Other Languages : Portuguese – Conversational
Afrikaans – Conversational

Hobbies

Baking, computers, travel and my dogs

