

NITASHA GOVENDER

PERSONAL DETAILS

-  Queensburgh
-  083 382 8114
-  nitasha.zn@gmail.com

SKILLS

- Time management
- Attention to detail
- Month-end close process
- Year-end close process
- Decisiveness
- People management
- Leadership
- Team player
- Willingness to learn
- Financial reporting
- VAT compliance
- Balance sheet reconciliation
- Fixed asset management
- Internal controls
- Cash flow management
- General ledger accounting

REFERENCES

- Mr Fono Ledwaba, NMI Ford Pinetown, Financial Manager: 081 597 1653
- Mrs Reshmee Chumanlall, Hyundai, Regional Financial Manager: 071 643 2955
- Roger Parry, Alpine Motors, Group Financial Manager: 031 717 7978

PERSONAL INFORMATION

- ID Number: 8401280175086
- Date of birth: 1984-01-28
- Driving Licence: Code 8

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel (advanced)
- Microsoft Powerpoint
- QuickBooks Pro
- Autoline/Kerridge (DMS system)

Enthusiastic professional with strong analytical skills and knack for problem-solving. Excellent communicator who excels in team environments and collaborates effectively to meet objectives. Versatile background in various roles has honed attention to detail and adaptability, making valuable asset in financial settings. Confident in handling responsibilities with integrity and dedication to continuous improvement.

EXPERIENCE

February 2024 - Current

Senior Accountant - VW, BAIC & Property *Alpine Motor Group*

- Ensured accuracy in payment release from FNB.
- Oversaw operations of four-member finance team.
- Oversee comprehensive accounting functions encompassing payments, invoices, and rental transactions.
- Reviewed and validated General Ledger entries, corrections, provisions, and accruals before month-end.
- Conducted comprehensive stock take audits.
- Maintained comprehensive fixed asset register, tracking all changes.
- Managed balance sheet reconciliations leading to Management Accounts for multiple entities.
- Controlling vehicle floorplans and settlements.
- Intercompany loan reconciliation.
- Submission of VAT 201 and EMP 201.
- Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
- Oversaw payroll operations, ensuring timely and accurate salary payments to all employees.
- Coordinated with external auditors during annual reviews, facilitating a transparent and efficient audit process.
- Provide support in internal and external audits, ensuring documentation and explanations are readily available.
- Reconciled monthly bank statements and resolved discrepancies.
- Managed accounts payable and receivable, ensuring timely settlement of invoices and maximising cash flow.
- Investigated and resolved discrepancies in financial records, maintaining high standards of accuracy.
- Delivered training sessions on financial policies and procedures to new staff, fostering a culture of compliance.

October 2023 - February 2024

Financial Manager *Hyundai Automotive SA*

- Assist in month-end, interim, and year-end financial reporting.
- Maintain accurate and up-to-date asset registers, including a physical count twice a year.
- Prepare balance sheet reconciliations monthly for review and sign-off by the Regional Financial Manager.
- Responsible for the overall financial process, adhering to relevant instructions and guidelines.

- Automate Evolve (DMS system)
- IBM Cognos Version 8 (Reporting)

- Assist in managing financial risks.
- Provide support in internal and external audits, ensuring documentation and explanations are readily available.
- Assist the Regional Finance Manager with revenue forecasting and budgeting.
- Ensure all VAT submissions are compiled in line with legislation, and manage all correspondence with SARS.
- Key focus on the monitoring of revenue and accounts receivable to ensure revenue recognition principles are maintained, debtors' days are kept to a minimum, and are within targets set.
- Manage intercompany receivables and payables.
- Ensures that the financial accounting transactions are accurately reflected in the business unit ledgers.
- Maintained accurate reconciliation of creditor statements.
- Reconciled bank statements, ensuring accuracy in financial records.
- Supervised and managed the financial operations of accounts receivable and payable.
- Ensured adherence to financial regulations and accounting standards.
- Payroll processing, including the onboarding of new employees.
- Ensured completion, filing, and compliance of employment contracts.
- Monitoring the day-to-day financial operations within the company, such as payroll, invoicing, reconciliations, and other transactions.
- Left role as a result of an unsupportive work atmosphere.

June 2007 - September 2023

Senior Accountant NMI Ford

- Ensured completeness of financial records by recording all monthly transactions.
- Maintained ongoing coordination with the financial manager to complete month-end journals and transactions.
- Evaluated financial statements to ensure accurate allocation and completeness of accruals.
- Maintained fixed asset register to ensure accuracy.
- Compile monthly financial journals for reporting.
- Conducted initial approval of business payment transactions from the bank.
- Ensure consistent application of internal controls, processes, and accounting treatment of transactions.
- Analyzed financial statements to highlight discrepancies between budgeted and actual figures.
- Prepared comprehensive management accounts on a monthly basis for stakeholders.
- Collaborated with finance manager and department heads to prepare operating expense budgets.
- Compiled necessary information for audit, including intercompany balance confirmations.
- Delivered necessary ledger listings, schedules, and documentation to support audit fieldwork.
- Supported audit team by efficiently handling queries for timely completion.
- Perform monthly balance sheet account reconciliations.
- Ensure that internal controls for the different accounting cycles and processes are applied.
- Executed accurate and punctual completion of monthly VAT 201 returns using SARS E-Filing.
- Maintained accuracy of asset records through physical verification.

- Registered officer responsible for FIC reporting.
- Performed daily cashbook and bank reconciliations.
- Prepare and post month-end reporting journals, including payroll entries.
- Ensure accurate processing of supplier orders and invoices by creditors team within deadlines.
- Reviewed and approved creditor reconciliations promptly.
- Captured all OEM payments and reconciled OEM creditors.
- Sewells monthly submissions
- Payroll journals, staff commissions and incentives processed and submitted monthly
- Managed daily operations of finance team, offering guidance and support to direct reports.
- Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
- Trained junior accountants and finance staff, fostering a culture of continuous improvement and professional development.

January 2006 - June 2007

Creditors Clerk *Gaydons Motor Spares*

- Purchasing Clerk (Import Buying) / Assisting purchasing manager with local buying
- Relief Cashier
- Creditors reconciliations
- Review invoices as per vat legislation
- Verification of delivery notes to invoices
- Prepare monthly EFT payments
- Resolve queries with suppliers regarding invoice discrepancies
- Preparing Sales Incentives for the Sales Staff
- Sales analysis using graphs - reporting to the Sales Manager
- Purchasing analysis using graphs - reporting to the Purchasing Manager
- Relieve accounts department personnel when they on leave
- Assisting with Corporate Company functions & events
- Data capturing & amending stock pricing for various stock items
- Preparing newsletters, brochures, flyers, advertisements, award certificates, catalogs using Microsoft Publisher
- Purchasing for Daleview Engineering, owned by Gaydons Motor Spares - (Slik X Lubricants, Blow Moulding & PET Plant)
- Reason for leaving: Job offer at Ford

EDUCATION

12/2001

Matriculated

Queensburgh Girls' High, Queensburgh

Matriculated in 2001, with a Merit Exemption & a Distinction in Accounting

BComm Degree Financial Management