

TANYA LIEBENBERG



PERSONAL INFORMATION

ADDRESS:	7 Aquarius, 38 Jordaan Street Heidelberg
CONTACT DETAILS:	078 766 1370
HUSBAND DETAILS:	083 570 0155
MARITAL STATUS:	Married
DEPENDANTS:	2
LICENSE:	Code 8

EDUCATION AND TRAINING:

SCHOOLING:	Hoërskool Noordheuwel Matric Krugersdorp
	<ul style="list-style-type: none">▪ Afrikaans▪ English▪ Typing▪ Home Economics▪ Geography▪ History

TANYA LIEBENBERG

CAREER HISTORY

ALPHA EDUCATIONAL SERVICES

PERIOD (JULY 2020 – DECEMBER 2020)

OFFICE MANAGER (July 2020 – December 2020)

DUTIES:

- Quoting
- Invoicing
- Follow up on outstanding payments – every Monday
- Making sure all learning material and Power Point Presentations is correct and packed for training as per the calendar
- Completing and submitting Tender documents
- Assisting in registration with various clients onto their vendor platforms
- Filing
- Arranging accommodation, flight or car rental for training if needed

CONTACT PERSON: Lucy Loggenberg 073 580 1103

REASON FOR LEAVING: Contract ended

ACTIVE BRAND COMMUNICATIONS

PERIOD (JULY 2011 – JUNE 2020)

ACCOUNTS DEPARTMENT (Jan 2017 – June 2020)

DUTIES:

DEBTORS

- Invoicing on Chase Software
- Reconciling accounts
- Invoicing, statements
- Filing
- Recovering outstanding monies (30 – 40 accounts)

CREDITORS

- Capturing invoices
- Reconciling accounts
- Preparing accounts for payment
- Filing (30 – 40 accounts)

PROJECTS ASSISTANT (Jan 2014 – Dec 2016)

DUTIES :

- Quotes and placing orders
- Following up on outstanding orders
- Requesting payments from clients
- Assisting with answering of phones
- Dispatching orders
- Delivery notes & invoicing, filing, and most other office administration duties

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ACCOUNTS ASSISTANT (June 2012 - Dec 2013)

DUTIES:

DEBTORS

- Invoicing on Chase Software
- Reconciling accounts
- Invoicing, statements
- Recovering outstanding monies
- Filing (30 – 40 accounts)

CREDITORS

- Capturing invoices
- Reconciling accounts
- Preparing accounts for payment
- Filing (30 – 40 accounts)

PROJECTS ASSISTANT (Jul 2011 - Jun 2012)

DUTIES:

- Compiling quotes
- Placing orders & following up
- Requesting payments
- Assisting with answering of phones
- Dispatching orders
- Filing
- Delivery notes & invoices, and most other office administration duties

The above is done for Cre8or Global Communications – Sister Company (10 – 15 accounts for Debtors & Creditors)

On a monthly basis I also do the Debtors and Creditors for Coffee Tech (sharing offices with Active Brand) 30 to 40 accounts each. Reconciling and capturing of petty cash and bank account. Assisting clients and dispatching orders. Filing, quoting, deliveries. Arranging Directors diary and setting meetings.

CONTACT PERSON: Riette Combrink 084 415 8516

REASON FOR LEAVING: Due to Covid, company had to downsize

RECEPTIONIST PROMOTED TO BOOKKEEPER (Aug 2008-June 2011)

DUTIES:

RECEPTIONIST

- Answering phones (3 lines, 11 extensions)
- Taking messages
- Handling of petty cash
- Planning of the Directors diary
- Booking flights
- Handling Director's personal accounts

JORDAAN'S INC

TANYA LIEBENBERG

PASTEL ACCOUNTING

- Capturing of all data for client's accounts to prepare for VAT
- Assisting with financial year end and Income Tax (IT12)
- Posting and recon bank statements on Ghost Practice
- Invoicing clients
- Capturing creditors on system
- Generating IRP5's

CONTACT PERSON: Hans Jordaan - 082 497 9094

REASON FOR LEAVING: No further growth in the company

HEAD START RECRUITMENT

RECEPTIONIST / BOOKKEEPER PROMOTED TO SUPPORT STAFF (March 2007 – June 2008)

DUTIES:

RECEPTIONIST / BOOKKEEPER

- Answering phones (5 lines, 16 extensions)
- Assisting candidates with filling in forms then capturing all data onto the system

CREDITORS

- Reconciling 20 – 30 accounts
- Payment creditors

DEBTORS

- Invoicing on Quick Books
- Recovering outstanding monies

SALARIES

- 10 to 15 Consultants (commission)
- 5 temporary staff

STAFF SUPPORT

- Typing CV's
- Checking candidate's reference
- Booking appointments for applicants
- All admin and record keeping functions
- Maintenance on data basis
- Placing adverts on Pnet / Career Junction etc.
- Up-keeping of placed adverts and response control
- Searching for potential applicants

REASON FOR LEAVING: Company closed

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ACTIVE BRAND / HEALTH NUT

ADMIN / FIELD ASSISTANT (March 2006 – April 2007)

HEALTH NUT DUTIES:

- Filing
- Recon 20 Creditors accounts
- Recon 10 Debtors accounts
- Capture & recon petty cash and Bank account
- Salary / wages for 12 staff

ACTIVE BRAND DUTIES:

- Field assistant-Deliveries & collections of documents
- Assist with reception duties
- Capturing of documents

REASON FOR LEAVING: Family business

MR CUPBOARD

PERSONAL ASSISTANT TO DIRECTOR (Aug 2002 – Feb 2006)

DUTIES:

- Planning Director's diary, liaising with clients in Director's absence
- Answering phones, quotes for clients. Capturing of 30 creditors accounts, Invoicing clients, sending out statements, handling of all incoming monies, booking appointments for consultants, liaising with clients on a daily basis
- Breaking down of kitchen plans, ordering of all material for kitchen manufacturing and installations. Ensuring all material and ironmongery is on site.
- Monthly salaries – 5 office staff, 5 consultants (plus commission), 9 factory staff. Submitting PAYE and UIF

REASON FOR LEAVING: Better opportunities

CONTACT PERSON: Deidre Dahan 079 063 0996

MICAH KITCHENS

RECEPTIONIST / ACCOUNTS (Aug 2000 – Apr 2002)

DUTIES:

- Answering of phones (6 lines, 10 ext.)
- Capturing and reconciling of 20 accounts
- Invoicing, and sending statements to clients, handling of incoming monies.
- Ordering of all material and ironmongery, ensuring everything is on site for installation
- Monthly salaries – 25 Factory employees. Submitting of PAYE and UIF

REASON FOR LEAVING: Offered a more lucrative position

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SAMQUIP / NIBUSE

RECEPTIONIST (Aug 1999 – July 2000)

DUTIES:

- Answering phones (4 lines, 4 ext.)
- Typing of letters (quotes and correspondence)
- Filing
- Compiling quotes