

SARAH HURWITZ

OFFICE ADMINISTRATOR AND BOOKKEEPER.



PROFILE

I have worked for the last fourteen years as an office administrator within the hospitality industry; I have also had previous experience within the retail sector. I would now like to extend my experience into other avenues.

I am currently in the process of obtaining my BCompt in Financial Management and would like to obtain hands on experience within the accounting and bookkeeping sector.

I have worked with food and beverage, furniture manufacture, clothing manufacture and Interior design, as well as handling basic bookkeeping and accounting, administrative duties and stock control.

I have held entry level positions as well as senior management positions and I commit myself to every position with equal enthusiasm.

PERSONAL INFORMATION

South African ID
Drivers: Code B

CONTACT INFORMATION

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Durban North, 4051

EXPERIENCE

Cubana Havanna Latino Café Durban

July 2011 to Current date

Employer: Stanley Giger

Position Held: Office Administrator (Second to the Operator)

Responsibilities: Day-end balancing

Basic bookkeeping

Stock control

Office admin

Data capturing

Basic HR

Payroll

Month-end stock takes and balancing

EDUCATION

SAGE University

2026

Sage on-line bookkeeping course

UNISA

2018 - to date (Part time)

BCompt in Financial Accounting

First Year: Economics

Accounting Information

Systems

Perspectives in

Accounting

Communication in

Business Contexts

Financial Mathematics

Basic Numeracy

Business Management

Legal Aspects in

Accounting

Commercial Law

Accounting Principles and

Procedures

Second Year: Economics

Business Management

UNISA

1996 – 2008 (Part time)

BSc in Zoology and Botany

Subject: Zoology

Botany

First year Chemistry

Science for Society

Comprehension skills for

Science

Northlands Girls High School

1991 - 1995

Matriculate with Matric Exemption

Subjects: English

Afrikaans

Mathematics

Biology

Science

Accounting

Gifts Etc. and Signature

March 2011 to June 2011

Employer: Mrs Zehra Teke and Mr Ismail Teke

Position Held: Manager and Sales

Responsibilities: Sales

Stock and quality control

General admin work

Reconciliations of end-of-day figures

Reconciliations of month-end figures

Carol Clark Designs

April 2010 to February 2011

Employer: Mrs Carol Clark

Position Held: Sales consultant, office manager and quality control manager

Responsibilities: Sales

Stock and clothing production control

General admin work

Deliveries and collection of merchandise

Ideal Homes

2005 to April 2010

Employer: Mrs Lisa Barkhuisen

Position Held: Sales consultant

Responsibilities: Sales

Stock control

General admin work

Product and window display

Aura Interiors

2005

Employer: Mr P. Brouwne and Mr M. Pierets

Position Held: Sales consultant

Responsibilities: Sales

Stock control

General admin work

Invoicing

Technofuture

2006

Basic orientation course in Microsoft Word and Microsoft Excel.
Umalusi Accredited.

HOBBIES

- GARDENING
- READING
- MAKING TEDDY BEARS
- MINIATURES
- QUILLING
- MOVIES
- BEADING

INTERESTS

- ANIMALS AND PLANTS
- LIVE THEATRICAL PERFORMANCES
- THE ENVIROMENT
- LEARNING

CAREER OBJECTIVE

It is important for me to challenge myself and my abilities in every job that I undertake in order to improve my work ethic and myself.

I strive to be efficient, hardworking and courteous so that I am an asset towards my employers and colleagues.

I pride myself on my honesty and trustworthiness.

Home Flair

2001 – 2003 Part Time

2003 – 2005 Full Time

Employer:	Mr G. Siebert and Mr H. Scott
Position Held:	Sales and decorating consultant
Responsibilities:	Sales Stock control General admin work Compiling quotations and invoicing Product and window display

Africraft

2003 Part time

Employer:	Ms V. Govender
Position Held:	Sales consultant
Responsibilities:	(same as Ideal Homes)

Laura's Loom

2001 – 2003 Part time

Employer:	Mr and Mrs Gale
Position Held:	Sales consultant
Responsibilities:	(same as Ideal Homes)

Fego's Coffee Shop

2001 – 2002 Part time

Employer:	Mr J. De Vries
Position Held:	Waitress and Manager
Responsibilities:	Serving patrons Stock control General restaurant duties Organizing staff rosters Supervising the restaurant

REFERENCES

Ms Shirley Matthews 079 725 7077
Mrs Jacky Westrand 084 564 2713
Mrs Lisa Barkhuisen 083 789 7279
Mr Keshav Chunylall 0846716454

Ntwana

1999 – 2000 Part time

Employer: Mrs C. De Lange
Position Held: Sales consultant
Responsibilities: (same as Ideal Homes)

Umgeni River Bird Park

1994 – 1995 Part time
1996 Full time

Employer: Dr Abery
Position Held: Wildlife keeper
Responsibilities: Daily feeding
Cleaning and maintaining cages
Nursing sick and injured birds
Rearing and feeding hatchlings
General maintenance and care

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