

# Curriculum Vitae

## Personal Details:

Surname            Smith  
Name                Hayley  
Date of Birth      2 August 1968  
Gender              Female  
Contact Number   082 830 024 0

## Work Experience

### 2009 to current

HSMDC (H S Multi-Disciplinary Consultants)

After leaving CS Lurie (Pty) Ltd I started HSMDC. I offer the following services:

- Secretarial – typing, diary management
- Administration – setting up of filing (both electronically and paper), company registrations, etc.
- Bookkeeping/Accounting – prepare books to Trial Balance, Financial Reports, liaise with auditors
- Outsource various staff to companies to do bookkeeping on site.
- SARS - All Statutory returns
- We are 100% female owned and aspire to educate and empower women of all backgrounds.
- We offer an excellent turnaround time on all work given.

### May 1996 – March 2009

CS Lurie (Pty) Ltd

At CS Lurie I gained the most valuable experience firstly working with Clive and secondly the exposure he gave me in the property industry from both a project management and an accounting perspective.

### March 1987 – April 1993

Southern Life Properties

Secretary – Leasing Administration

Bookkeeper – Debtors/Creditors

### Companies I work for past and present (not all listed):

- Cape Hearing Aids (6 branches) – full bookkeeping/accounting / assisting management
- Alpha Omega Character & Talent Agency – bookkeeping/administration
- Unite Storage – bookkeeping and final books – company sold
- African Steel – full bookkeeping function
- Union Steel – temporary contact – 4 months – doing audit checks
- Code Engineering – full bookkeeping function
- Honeywell Properties – full bookkeeping function
- UM Properties – full bookkeeping function

## **Computer Packages / Proficiency:**

Microsoft Word (excellent)

Microsoft Excel (excellent)

Outlook (excellent)

PowerPoint (excellent)

CoralDraw (good)

Quickbooks (excellent)

Pastel (excellent)

Sage One (excellent)

## **Expertise:**

Administration

Bookkeeping

Accounting

Financials

SARS Submissions

Medical Aid Queries