

**CURRICULUM
VITAE**

SHEILA CANNELL

PERSONAL DETAILS

Full Name: Sheila Berenice

Surname: Cannell

Identity Number: 6611300140082

Date of Birth: 30 November 1966

Gender: Female

Residential Address: 32 Koeberg Street
Witpoortjie
Roodepoort
1724

Contact Details: 083 222 5187

Email Address: sheilacannell30@gmail.com

Marital Status: Married

Number of children: One

Nationality: South African

Language Proficiency: English 1st Language (Spoken / Written)
Afrikaans 2nd Language (Spoken / Written)

PERSONAL SKILLS AND CHARACTER TRAITS

Personality Traits

- I believe that I possess excellent communication skills: listening, speaking, and writing effectively when receiving or transferring information. I am also able to communicate well in both official languages.
- I am progressive with regards to the development of new ideas, and I have the ability to devise and implement changes and improvements to job specifics.

Character Traits as an employee

- I am self-motivated and accept responsibility. I have a great interest in work ethics and willing to improve my skills.
- I have a strong sense of attention to detail and strive to render the best in the tasks set before me.
- My involvement of harmony, trust and being pro-active in learning the processes, policies and procedures of an organisation has always been important to me.
- I have a pleasant disposition and consider myself to be pro-active in terms of resolving problems and complaints.
- I have the ability to operate under pressure and remain calm in difficult challenges and circumstances.
- I am reliable, honest and always apply confidentiality when needed.

Character Traits as a Co-worker

- I consider myself to be an excellent team player and relate well to staff members and demonstrate consideration, tact, and diplomacy in dealing with all stakeholders.
- I consider myself to be a fast and diligent worker and willing to learn from others.
- I am able to execute tasks independently without management supervision.

EDUCATIONAL DETAILS

Name of School: Riverlea Senior Secondary School

Highest Standard passed: Matric

Subjects passed: English
Afrikaans
Biology
Biblical Studies
Home Economics
Needlework

Year Completed: 1985

Computer Proficiency: Windows 95 / Windows 10
Microsoft Office 365
Oracle
Sage 300

EMPLOYMENT DETAILS

5c) Company: Mobile Telephone Networks (PTY) LTD

Position Held: Payroll Supervisor

Period: 01/11/2012 – 28/02/2023

Duties: Operational Task

- Comply with the salary payment policy and monitor the execution thereof to ensure that the salary payment process is according to policy
- Manage the end-to-end payroll process to ensure employees and third parties (provident, pension and medical aid) are paid accurately, on time and according to legislation
- Ensure controls are in place and effective for payroll with integrated payroll system, validation & processing
- Ensure payroll processes are reviewed, evaluated and renewed on an ongoing basis
- Assist with the handling of payroll related queries internally and externally.
- Ensure the annual audit of payroll and employee taxes are concluded effectively
- Communicate with third-party services to resolve benefit-related issues
- Manage payroll administrators and daily operations related to compensation and benefits activities
- Support the Human Resource division in payroll reporting, queries and planning
- Prepare and review all payroll related reconciliations
- Support the payroll manager in ensuring effective payroll processes, procedures and policies (PPP) within the organization.
- Reconciliation of Bank Statement on Oracle (MTNSA and Supersonic)

- Reconciliation of Bank Statement on SAGE300 (Group Management Services)
- Ensure SARS EMP201 payments are accurately reviewed and paid before or on the 7th of the month to prevent penalties from being incurred
- Ensure SARS Bi-Annual (31st Oct) and Annual (31st May) EMP501) Declarations are uploaded and submitted timeously to prevent penalties from been incurred.
- Print SARS Statement of Account daily to ensure the closing balance is zero. If there are any outstanding penalties due to SARS, ensure immediate payments are done and released immediately.
- Run YTD Coida / WCA Reports from Oracle and ensure reconciliations are done and submitted to the Department of Labour. On receipt of the invoice from Department of Labour ensure payment is done immediately.

Governance and Risk Management

- Follow and ensure team compliance of policies and procedures
- Ensure effective Service Level Agreements (SLA) strategies are in place to support the business
- Implement proper controls and processes to manage risk of inaccurate and invalid payroll payments, financial and operational risks across the business
- Ensure compliance of the Delegation of Authority (DOA) policy within MTN

Financial Management

- Prepare and review of payroll journals and reconciliations
- Assist in the forecasting, cashflow forecasting, planning and development of the department's payroll budget and business plan
- Monitor payroll expenditure in line with agreed budget

Customer Satisfaction

- Ensure service delivery in line with needs of the business
- Put contingency plans in place to prevent delays and enhance the customer experience
- Identify trends and patterns pertaining to internal customer request and ensure continuous improvement as an important element of service delivery

People Leadership and Organisational Capability Building

- Apply best team management practices throughout assigned projects and as required
- Guide and enable the upskilling of the payroll administrators throughout assigned projects
- Be a good role model for payroll and finance by living the brand values of the organization
- Ensure a culture of continuous evaluation and improvement
- Drive a culture of teamwork, high performance, accountability and consequence management

Reason for Leaving:

Retrenchment

Reference:

Moosa Essa 083 212 6035

Bradley Swanepoel 083 211 1726

EMPLOYMENT DETAILS

5b) Company: Mobile Telephone Networks (PTY) LTD

Position Held: Payables Supervisor

Period: 01/07/2000 – 31/10/2012

Duties: Daily Operational Tasks

- Review creditors reconciliation and payment focusing on accuracy of reconciliations, timeliness of completion of recons (should be within deadlines), completeness and accuracy of supporting documentation, assessing whether outstanding items are being addressed and advising of appropriate action.
- Validate and upload completed payment batch
- Prepare weekly forecast
- Assisting staff with the resolution of queries
- Reconciliation of the general ledger
- Performance of monthly creditors processing duties where necessary
- Ensure documents are retrieved and presented to auditors timeously to allow smooth completion of audit
- Developing and training staff with regards to AP specific duties.
- Work hand in hand with internal departments with regards to the organisations policies, processes and procedures (PPP)
- Ensure good relationships with external suppliers

Reference: Heather Jacob 083 200 6043

EMPLOYMENT DETAILS

5a) Company:

Mobile Telephone Networks (PTY) LTD

Position Held:

Payables Administrator

Period:

01/09/1998 – 30/06/2000

Duties:

Reconciliation

- Reconciling of electricity invoices for all South Africa's base stations
- Processing of electricity invoices on Oracle
- Print reports for Unapproved Register
- Before completing cheque run, check to see that cheque numbers in book corresponds with cheque number on the system. Request cheque run and print cheques
- Marry cheques with invoices and send-off to be signed
- Prepare signed cheques to be posted/hand delivered to municipalities.
- Prepare deposit slips for cheques to be banked
- Fax proof of payments (deposit slips) to vendors

Handling Queries

- Telephonic liaison with Payee relating to electrical accounts where base stations are situated
- Faxing recons, invoices, statements relating to queries (only if requested)

Filing and Admin Tasks

- Filing of paid invoices
- Filing of final payment register

Bank Reconciliation

- Responsible for doing bank recon every 3rd month for a two-month period

Reference:

Alta Tomashko 011 615 4911

Louise Theron 083 212 3671

EMPLOYMENT DETAILS

4) Company: JCI Limited (Mining Industry)
Position Held: Data Capturer / Accounts Administrator
Period: 01/06/1995 – 31/08/1998

Duties: Daily and Monthly end to end processes relating to payables and receivables

- Preparing and processing journals for cashflow, motor vehicle and housings scheme
- Running daily reports and meriting to documents processed
- Reconciling General ledger at the end of each month to be submitted to management
- Reconciliation performed monthly for consultant fees, seminars and law charges.

Share Dividends

- Arranging for CM42 forms to be signed by nominees – marrying of documents to share certificates
- Telephonic liaison with CRS relating to share dividends
- Telephonic liaison with Standard Corporate Merchant Bank (SCMB)

Admin / Debtors Functions

- Administration of petty cash float
- Banking the cheques received from various departments
- Monthly banking and petty cash reconciliation

Reason for Leaving: Retrenchment (company closed)

Reference: Marie Muller 072 424 5898

EMPLOYMENT DETAILS

3) Company: Autotype Screenprint Supplies

Position Held: Account Assistant

Period: 01/09/1994 – 31/05/1995

Duties: Accounts Receivables

- Capturing of daily sales
- Creating invoices
- Running of reports and reconciliation of accounts
- Daily follow-up and debt collections

Accounts Payables

- Meriting invoices, purchase orders & delivery notes and process onto the system
- Reconcile invoices to the monthly statement.
- Ensure timeous payments are issued to suppliers based on period terms.

Administrative Duties

- Filing, faxing, and photocopying of monthly documents.
- Effecting telephone calls and handling local purchase orders.
- Daily banking of cash on hand received from suppliers.

Reason for Leaving: Better job prospects at JCI Mining Company

Reference: Ted Neilson 011 624 2642
Adelaide Van Zyl 076 395 3813

EMPLOYMENT DETAILS

2) Company: Goodgold Jeweller (Head Office)

Position Held: Accounts Assistant

Period: 01/04/1994 – 31/08/1994

Duties:

- Effecting general administrative tasks (filing, photocopying, filing)
- Daily capturing of invoices, credit notes, cash sales and receipts
- Running reports and matching and verifying information on reports with the daily capturing for accuracy.

Reason for leaving company moved to East Rand

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1) **Company:** Sterns Jewellers (Head Office)

Position Held: Assistant Data Capture Supervisor

Period: 01/09/1986 – 31/03/1994

Duties: Effecting general administrative tasks (filing photocopying, filing)

- o Daily capturing of invoices, credit notes, cash sales and receipts
- o Running reports and matching and verifying information on reports with the daily capturing for accuracy.

Reason for Leaving: Retrenchment

Reference: Claudette Renecke 083 522 0319