

CURRICULUM VITAE

PIETER ERASMUS

PERSONAL DETAILS

Full Name: Pieter Erasmus
Nationality: South African
Home Language: Afrikaans
Mobile No: 072 990 4525
E-Mail Address: mwpjem@mweb.co.za

EDUCATION

Highest Grade Achieved: Matric (Grade 12)
Date: December 1964
High School: Monument, Krugersdorp

POSITIONS HELD

Dec.1964 – 28 February 2000: Finance Manager: Transnet Pension Fund.
March 2000 – September 2008: Owner: Retail shop
July – August 2009: Temp employment, Reatile Timrite, Contact person
Commercial Manager, Me Leslie Harrison,
Tel. 011 475 1600
Dec.2009 – 2010 Heritage Site Financial Controller
December 2010 – Aug. 2011 Stock controller

PROFESSIONAL SKILLS

December 1964 to February 2000

TRANSNET PENSION FUND

- Completed various Financial and Managerial courses at Transnet training College, Esselen Park.
- Was Finance Manager (Fund Balances, Pension Fund).
- Was instrumental in implementing a revised financial system in respect of collecting Pension Fund contributions and the monthly payment of pensions(Great Plains application)
- Managed 22 team members who were responsible for collecting pension contributions, distributing funds to member accounts etc.
- Reconciling interfaces with bank deposits, recons of returned payments of pensioners, (unclaimed amounts). Reconciled and processed bank statements every month.
- Controlled, administrated and reconciled debtors (including the collection of outstanding monies).
- Controlled, administrated and reconciled creditors.
- Authorised daily cheque payments and EFT (Nedinform) transfer payments.
- Prepared monthly management statements.
- Was secretary to the Audit Committee.
- Compiled financial statements to trail balance.

March 2000 to September 2008

OWN BUSINESS

- I was the owner of a haberdashery/sewing machine shop in Flora Centre and from April 2007 in Florida Glen. I was responsible for the bookkeeping function, merchandising, advertising and marketing of the shop as well as liaising with clients and selling of machines.
- I was responsible for the monthly bank reconciliation.
- I reconciled the creditors and effected the monthly payments to creditors.
- I followed up the occasional debtor with tact, until payment was made.
- I was responsible for the bi monthly calculation of VAT and the necessary payment to SARS.
- I managed the daily retail business and was responsible for the level of service performance, as it is in my eyes the corner stone of one's business. I built up a client relationship that bordered on friendship.
- I also underwent training as a sewing machine technician for repairs on various sewing machines.
- Because of my technical knowledge I occasionally demonstrated sewing machines at client's residences to generate sales for the business.

EXPERIENCE & TEMPREMENT

I was the owner of a Retail shop in the Florida area for the past 9 years and previously

I worked at Transnet Pension Fund for 37 years. The last 10 years in middle management. The environment in which I had to perform was on a monthly basis and therefore I had to meet monthly deadlines and year end deadlines.

I believe that every problem has a solution it is there for you to find (you may not always like the solution but if it is right it is right).

I can work independently and is a team player.

I believe when you provide any service "do unto others as you would have them do to you "
In other word service par excellence.

I have an excellent sense of humor and have been blessed with good health and is a very positive person.

SUNDRY INFORMATION

Languages:

English and Afrikaans (Fluent, read and write).

Computer Literacy:

Pastel
Fluent in systems such as: Windows, Word, Excel.

Availability

Immediately

References

Mrs. Eleanor Barnett – Barnett & King (Pty) LTD -Tell. 011 673 6616/7

Mrs. Matilda Erasmus – Previously Matties Threads and Thimbles - Tell. 011 768 2406

Mr. Francios van Greunen – Transnet Pension Fund – Cell 073 545 2522, Tell. 011 774 3203(w)

Mr. Ettiene Scoombie – Heritage Site – 082 552 8229