



# ZIYAAD BAPOO

🏠 Al Nahda 1, Burj Al Noor 1, Dubai

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🇦🇪 Visa Status: UAE Visit Visa: Languages: English, Hindi

Nationality: South African

🚗 Driving License: South African

✉️: ziyadbapoo@yahoo.com

## About me

I'm a very flexible, reliable, resourceful person. I'm passionate about my work and I know how to get the job done. I am an open honest person who doesn't believe in misleading people and tries to be fair in everything. I am competent in the use of technology, and willing to undertake further training and development. I am currently looking to work for a company which offers a modern and friendly working environment.

### Academic Qualifications

University of South Africa

May 2020

Bachelor of Accounting Science

### Certifications:

-1year course in Introduction to Internal Audit Process.

-Certificate course in accounting Tally and Sage Pastel system.

-Certificate in Airport Ground Handling Services and Airline Reservations System.

### Skills:

Sales, Marketing,

Ticketing,

Customer Service

Retail Operations,

Critical Thinking,

Data Analysis,

MIS Reports,

Financial Statement

Internal Audit,

Taxes submission,

Reconciliations,

Payroll Assist,

Self-Review

### Hobbies:

Travelling, Swimming,

Gardening.

## Work Experience

### Accountant

May 2021 - May 2023

Vitacare Group of Pharmacies (Cape Town)

#### **Duties:**

- Maintained financial records and ensured proper recording of transactions for financial workflow.
- Compute VAT and submit paye, provisional tax and dividends tax returns.
- Review the reconciled reports from accounts payable and receivable.
- Ensure timely bank payments while managing all the government-related portals and report on the company's financial health and liquidity.

**References:** Allie Chicktay Tel: +27 21 685 3030 ali@vitacaregroup.co.za

### Accounts Payable/Receivables

Jan 2019 - April 2021

Busy Corner Meat Wholesalers (Cape Town)

#### **Duties:**

- Processing and recording transactions while coordinating with different branches and departments of the group.
- Accounts reconciliations bank, debtors, and creditors functions.
- Assisting with filing, payroll calculation, drafting new and terminated contracts for all employees.
- Reporting relevant information and following up on queries.

**References:** Mr. Dhansay Tel: +27 21 703 6444 meat@busycorner.co.za

### Store Manager

Sep 2014 - Dec 2018

Super Savers (Pretoria)

#### **Duties:**

- Instructing to create quotes and cross-checking orders, bills, goods received, deliveries, inventory, and cash register.
- Ensuring a high level of customer satisfaction through excellent service.
- Implementing store strategies to raise customer pool, optimize profitability and monitor variable cost.
- Overseeing daily business operations and responsible for hiring and training staff.
- Encouraging staff for successful outcomes and setting out processes required to reach the team's goal.

**References:** Solly Tel: +27 84 786 6100 tents44@yahoo.co.za

### Junior Accountant

Jun 2013 - Aug 2014

NYZ-AFRIPeAK Accountants, Auditors and Tax Consultants (Cape Town)

#### **Duties:**

- Listing and Filing of CIPC, Tax and Permanent documents.
- Responsible for daily processing on pastel all the business transactions until trial balance.
- Reconcile corporate bank accounts and analyzed monthly GL accounts.
- Liaising with legal departments, banks, and auditors daily.

**References:** Khaleel Datay/Shenaz Tel: +27 696 4631 khaleel@datay.co.za

### Counter Staff & Butler

Dec 2010 - May 2013

Food Inn (Pty) Ltd Cape Town