

**Professional Curriculum Vitae
Saahil-Ram Ramchuran**

7 Henley Road
Montclair
Durban
South Africa
4004

078 390 0138
Saahilramchuran86@gmail.com
South African citizen
ID Number - 8608085141085
Driver's License - Code 08

Education and Career Development

Monterina Secondary - Matric Certification – Completed 2003

Subjects

English	(HG)	Accounting	(HG)
Afrikaans	(HG)	Math's	(HG)
Computers	(HG)	Biology	(HG)

Computerized Bookkeeping Diploma – Completed 2005

Intec College Student No: **10006372476**

Sales Journal, Cash Book, Bank Reconciliation, Sales Order, Invoicing, Credit Notes, Debit Notes, Stock Controlling / Inventories, Purchases Journal, Petty Cash Journals, Creditors/Debtors, Balance Sheet Up To Trail Balance

Core Skills & Software Experience

Project Financial Accountant, Bookkeeping, Debtors, Sales , Creditors, Cash Book, Management, Project Costing, Budgeting, Forecasting, Cash Flow System, Trained as Junior Project Accountant, Procurement, Business processing engineering & ABAP SAP systems integration. Software packages Baan, All Pastel software including Evolution, VIP Payroll, Great Plains And Sap, Hotel Software - Accpac (Sage 300) EIS, Micro Strategy, Nordat

Business Process Engineer & System software development self interest

I have taken the interest in growth and development of studying towards the business process engineering, ABAP systems & software development and architecture using the UDEMY courses online.

Udemy Certification & Enterprise Interests

MBA Certification
Management skills Certification
Leadership – Practical skills
Software Architecture – Enterprise certification
Software architecture Essentials for Business applications
Software development - Gathering Skill Certification
FICO Financial Accounting and Management Accounting Certification
ABAP Programming Online Training Certification

Professional Work Experience (2004 – 2010)

Job Description more in-depth can be provided upon interview for the above (2004 – 2010) positions if required

<u>Company</u>	<u>Job Description</u>	<u>Manager Details</u>	<u>Years of Employment</u>	<u>Reason for leaving</u>
Sunnyfield Packaging	Accounts Clerk / Data Capturer / Tele Sales	Razia – 031 462 2332	Feb 2004 – May 2006	Better Prospects
Laboratory Supplies	Debtors/ Creditors/ Sales	Jessie Nagiah	May 2006 – Sept 2008	Better Prospects
Dormac Shipping and Engineering	Creditors	Ashok – 083 794 4823	Sept 2008 – April 2010	Retrenched
Grindrod Shipping (Unicorn Shipping)	Debtors	Jayanthi	April 2010 – July 2010	Better Prospect

Professional Work Experience

Company Profile: SA Shipyards, Durban, South Africa
Designation: *Project Costing / Project Financial Accountant*
Ship Repair, Building & Naval Work
Finance Division

July 2010 – November 2017
Contact: *Henry Hugo (GM)*
083 564 9149
031 274 1800

Accounts Department: July 2010 – October 2010 - Contract
 Creditors (Full Function) Debtors (Full Function as seen above)

Filled in as Ship Repair Procurement Officer:

- **(Business requirement: Immediate response time and chasing up orders for Vessel repairs)**
- Procure for all 7 Forman and 3 Project Managers – Separate active projects
- Sourcing any repair material, consumables and equipment required for the multiple active projects.
- Following up on outstanding orders and delivery specification.
- Sampling and procuring various specification items
- 3 quotes system - supporting the cheapest but best quality.
- Ensuring order are delivered within the required time of deadlines according to vessel and projected time allocation.
- Vendor pricing queries - Queries to price variances as per PO and invoice submitted to finance.
- Tender price quoting and estimation submissions to the estimator.
- System checking used vendors for repeated items and sourcing quality and cheaper prices.
- Ensuring all authorization PO's created and reviewed for reporting to the PM daily on order status.
- PO capture to system and submission of Order number to vendors

Promoted:

Costing for Ship Repair Division – November 2010

- Managing labour brokers and Labour Control per job. (Timekeeping)
- Labour costing and reporting & Incorporating Labour laws
- Payment schedules
- Overtime schedules

- Clocking reporting and amendments including PM and GM Authorizations and signatories
- Daily timesheets on labour worked
- Check times are correct with the clocks
- Capture the Forman's times.
- Check the payments schedules and submit to you from labour broker
- Invoicing
- New Project opening on systems and loading budgeted costs.
- Reports for All Projects Currently worked on (Live Costing)
- Chasing in-house Buyers and Accounts for Closures of orders and Creditors ensuring Job closure
- Collection of Estimates, correspondence between company and client, Quotations and confirmation of work done to compile job files

Project Financial Accountant Trainee - January 2016

- Account Supervisor
- Ledger accounts & Corrections
- General ledger reconciliation – accruals , prepayments , deposits , Income statement and balance sheet & assisting Chief Financial Officer with Management accounts, Cash flows

Reason for leaving: Retrenchment

Professional Work Experience

Company Profile: Kalmar Industries

August 2018 – July 2019

Designation: Independent Contractor - External AP Controller

***Contact: Susan Govender
072 752 4581/ 031 327 1804***

***Suppliers, Services and Spare parts of Kalmar Machinery
Finance Division SAP Vendor master & Creditors***

Job Description

- Follow up on supplier statements and payments
- Accounts Payable Administrator, responsible for amongst other things
- Preparation of twice weekly payment run
- Inter-Company reconciliations
- Inter-Company Payments and documentation allocation to payment batches.
- Coding of invoices, collating I/C invoices to facilitate settlement.
- Ensuring that Supplier invoices are supported by written quotes where necessary and approvals were applicable.
- Dealing with Supplier queries
- Maintenance of Vendor Master Data on SAP.
- Loading vendor details checking validity of documentation and compliance with SARS
- Ensuring all
- Support for sales function in terms of customer contract billing.
- Updating of internal (Salesforce) database of Kalmar machines by contacting existing customers and prospective customers to establish machine details.
- Any other general Finance reconciliations which might be necessary

Reason for leaving: Contract completed 31st July 2019

Professional Work Experience

Company Profile: True Blue Foods

August 2019 – Feb2020

Designation: *Creditors, Banking & Cashbooks*
KFC Head office management of 62 Stores in KZN
Finance Division

Job Description

- Capture AP Invoices with supporting docs and authorization for 62 KFC stores
- Intercompany Allocations, transfers and Payments
- Expense allocations on Accpac
- Monthly Balancing GI to Statements
- Accruals
- Monthly Stock Account Reallocations
- Loading EFT's on Banking System
- Adding New Vendors on Accpac and Nedbank Banking System
- Cashbooks Applying and Reconciliation
- Ledger accounts & Journal Corrections

Reason for leaving: Took the initiative of trying to become an Entrepreneur but unfortunately didn't work out due to covid lockdown reasons the next month

I have been doing lift clubs and school loads to make ends meet since 2021 lockdown upliftment.

Currently Unemployed and seeking immediate employment

Letter Of Recommendation



AFRICA'S LEADING COMMERCIAL, NAVAL,
SHIP BUILDING AND SHIP REPAIR COMPANY

To whom it may concern

This letter serves as a letter of recommendation for Saahil Ramchuran ID no: 8608085141085, he has been employed with Southern African Shipyards from 22 November 2010 to 02 November 2017.

Mr Saahil Ramchuran was employed as Creditors/Debtors and Cashbooks to Ship Building Division.

His duties were as follows:

- Creditor's reconciliation and data capturing of invoices, matching of invoices to delivery notes.
- Debtors reconciliation, prepare invoices together with COWD and following up on non-payments
- Cash book reconciliation
- Capturing from bank statements
- Reconciling
- Debtors

Due to hard work, dedication and drive shown he was promoted to the Ship Repair Division as Project Costing within 6 months. He proved to be an outstanding learner and very efficient in all aspects of the job. He willingly filled positions such as buying whilst the company trying to employ personal at the time in the Ship Repair Division.


His duties were as follows:

- Labour costing and reporting
- Incorporating Labour laws
- Payment schedules
- Overtime schedules
- Managing labour brokers and Labour Control per job.
- Clocking reporting and amendments including PM and GM Authorizations and signatories
- Daily timesheets on labour worked
- Check times are correct with the clocks
- Capture the Forman's times
- Check the payments schedules and submit from labour broker
- Invoicing
- New Project opening on systems and loading budgeted costs.
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Mr Saahil Ramchuran has proven to be a reliable asset to Southern African Shipyards. In 2016 Trishna Misra the CFO (Chief Financial Officer) trained Mr Saahil Ramchuran to be the first Project Financial Accountant in Ship Repair.

His Duties were as Follows:

- Ledger accounts & Corrections of incorrect Ledger
- General ledger reconciliation – accruals , prepayments , deposits , Income statement and balance sheet accounts
- Assisting Chief Financial Officer with Management accounts, Cash flows


Trishna Misra
Chief Financial Officer
Ship Building / Ship Repair / Naval Maintenance


Henry Hugo
General Manager
Ship Repair Division / Naval Maintenance

TEL: +27 31 274 1800 (24 HRS), FAX: +27 31 205 2181, EMAIL: enquiries@sa-shipyards.co.za **POSTAL ADDRESS:** PO Box 17253, Congella, South Africa, 4013
PHYSICAL ADDRESS: 10 Rotterdam Road, Bayhead, Durban, KwaZulu-Natal, South Africa **WEB:** www.sa-shipyards.co.za

Southern African Shipyards (Pty) Ltd. Reg No. 1993/007852/07 VAT Reg. 4750157598 **DIRECTORS:** I Gombier (CTO), P Mahara (CEO)

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DIPLOMA

INTEC COLLEGE

THIS IS TO CERTIFY THAT

Saahil-Ram Ramchuran

HAVING FULFILLED THE REQUIREMENTS
FOR THE COURSE

Computerised Bookkeeping

IS HEREBY AWARDED THIS DIPLOMA
GIVEN UNDER THE SEAL
OF INTEC COLLEGE

AT Cape Town ON January 2007



J. Boda-loest

PRINCIPAL

Devin

REGISTRAR

INTEC COLLEGE INTEC COLLEGE INTEC COLLEGE INTEC COLLEGE INTEC COLLEGE

DIPLOMA

Quality Environment Health Safety

Saahil Ramchuran

Safety Awareness (2019-5-28)

Minimum Safety Requirements: Risk Management (2019-5-28)

Minimum Safety Requirements: Manual Handling (2019-5-28)

Minimum Safety Requirements: Work at height (2019-5-28)

Minimum Safety Requirements: Ergonomics (2019-5-28)

