

PERSONAL INFORMATION

Surname: Malgas

First Names: Lucasta

Home / Postal Address: 24 Koen Crescent
Cleary Estate
Port Elizabeth
6020

Telephone Numbers: 0414814696 (H)

Cell: 0769401097

I. D. No: 8411200078088

Date of Birth: 20 November 1984

Sex: Female

Marital Status: Single

Nationality: South African

Race: Coloured

Home Language: English

Other Language: Afrikaans

Health: Excellent

Church Denomination: Moravian Church in South Africa

EDUCATION

HIGH SCHOOL

Matric: 2002

Institution: Lawson Brown High School

TERTIARY

Institution: Nelson Mandela Metropolitan University

Degree: B. Com (General Accounting) April 2009

PERMANENT EMPLOYMENT

DPA ACCOUNTING:

- 1 **Position held:** Junior Bookkeeper
- 2 **Responsibilities:** Cashbook up to Trial Balance (Pastel Partner 2009)
Reception
- 3 **Duration:** December 2008 till June 2011

READYFRESH:

- 1 **Position held:** Financial Administrator
- 2 **Responsibilities:** Cashbook up to Trial Balance (Pastel Xpress Version 11)
Reception
Admin
Debtors / Creditors Clerk
- 3 **Duration:** July 2011 till June 2013

METLITE ALLOYS EP (Pty) Ltd:

- 1 **Position held:** Bookkeeper
- 2 **Responsibilities:** Cashbook up to Trial Balance (Pastel Version 12)
Debtors / Creditors Clerk
Month End Processing
Assisting auditors with information required
Preparation of all month end reporting requirements
Submission of Vat returns and resolving SARS queries
Tax Clearance Certificates
EFT payments
Forex Exchange
Fixed Asset Register
- 3 **Duration:** July 2013 till Current

REFERENCES:

GRANT BARBER

READY FRESH
TEL. (041)4511064(W)

MR. P. SIMONS

LAWSON BROWN HIGH SCHOOL
TEL. 0414524550 (H)
Cell: 0843808918

MR .D. PRINSLOO

DPA ACCOUNTING
Cell: 0796644297

VASIE MUDLEY

METLITE ALLOYS
TEL: (041)4538085