

CURRICULUM VITAE

SONIA MIRELLA MARIA GIURICICH

Personal Profile

I am an ambitious, dedicated, loyal and hardworking person that wishes to make a contribution to the CSSA Institute with the aid of my financial background. I am currently a member of the CSSA Finance and Risk Committee, where I started in October 2016. I am also an ACIS and a PPG member. I am also a fully paid-up member of the CSSA for the last 26 years. I would like to apply for a position as a Director of the CSSA Board and as an FCIS in 2018.

I am computer literate in Microsoft Excel, Word, Power point and Outlook. My home languages are English and Italian. I am also able to converse in Afrikaans and French.

Experience

FINANCIAL, ACCOUNTING AND TAX PRACTITIONER SERVICES

8 Alwyn Avenue, Bedfordview 2007

Tax Practitioner No: PR000254

Annual CPD Points of 20 hours are maintained as required by SARS.

January 2003 – Present Day

Biflex Steel Reinforcing (Pty) Ltd

The company has a turnover of R69 million. Responsible for managing the accounting function for the Company and assisting management with company strategies. The Company uses SAP as an accounting package and Sage VIP as a payroll package. Also responsible for performing the annual Independent Review for the Company.

Close Corporations and Individual Tax Payers

These entities have turnover less than R1 million. Responsible in managing the accounts and taxes for these entities. Also ensuring that the required returns are submitted timeously.

ITALIAN MAGIC WORLD NURSERY SCHOOLS (ITALIAN COMMUNITY PROJECT)

266 Corlett Drive, Bramley Gardens and & 7 Marais Road, Bedfordview

February 2011 – Present Day

Vice President

These are nursery schools for disadvantaged children. The Company is a Non-Profit Organisation. At both nursery schools, numerous functions and responsibilities included.

- Managing the Accounting Functions and Human Resources Functions.
- Responsible for co-ordinating the day-to-day running of the two nursery schools.
- Co-ordinating the funding for both nursery schools through the Italian Consulate and the Italian Associations and ensuring that the necessary returns are submitted timeously.
- Co-ordinating and managing the Committee and their responsibilities.
- Involved in co-ordinating Fraud Investigations, when necessary.

ST AUGUSTINE'S COLLEGE OF SA

Accounts Department – 53 Ley Road, Victory Park

October 2000 – April 2002 **Accountant**

Responsible for the accounting function for the College by preparing the annual financial statements, generating the monthly accounting reports, preparing the required monthly returns, managing the debtors, creditors, cashbook and general ledger with the relevant month-end procedures.

TOTAL SA (PTY) LTD

Planning Department – 3 Biermann Avenue, Rosebank

September 1997 – April 2000 **Planning Analyst**

- ✓ Responsibilities included co-ordinating the actual results for the Company at month-end and reporting them directly to the Head Office in France.
- ✓ It also entailed communicating between departments and co-ordinating the budget process for the Company and reporting the consolidated budget to Head Office in France.
- ✓ The accounting package used by the Company was JD Edwards similar to SAP.

ANGLO AMERICAN CORPORATION OF SOUTH AFRICA LTD

Group Audit Services – 55 Marshall Street, Johannesburg

July 1993 – August 1997 **Internal Auditor**

Responsibilities included performing various type of internal audit work within the overall Company's framework. The Company used SAP as their accounting package.

- Reviewing the adequacy and effectiveness of controls.
- Assisting clients in defining objectives to manage their risks.
- Devising and recommending system improvements.
- Financial, operational and routine-type audits.
- Involvement with various fraud investigations.
- Secondment work – assisted with operations at Anglo's Medical Aid section and managed the accounts of Anglo's Aircraft section.

ANGLO AMERICAN CORPORATION OF SOUTH AFRICA LTD

New Mining Business Division - 45 Main Street, Johannesburg

November 1991 – June 1993

Accounts Assistant

Numerous functions were performed and responsibilities included. ACCPAC was the accounting package used by the Company.

- Preparing the annual financial statements for eleven small companies.
- Completing the required returns for the Companies.
- Generating monthly accounting reports for Anglo American Prospecting Services (Pty) Ltd.
- Responsible for performing the Debtors, Creditors, Cashbook and General Ledger functions.

Education

Chartered Institute of Management Accounts (CIMA)

(Membership No: 1-L01L)

***Subjects passed:* January 1993 – May 2000**

Management Accounting Control Systems, Strategic Management Accountancy and Marketing, Information Management, Management Accounting Techniques, Advanced Financial Accounting, Financial Accounting, Accounting, Business Taxation, Cost Accounting, Quantitative Methods, Economics, Management, Information Technology Management, Company Law and Business.

Subjects to still complete:

Strategic Financial Management and the Case Study.

CHARTERED INSTITUTE OF SECRETARIES AND ADMINISTRATORS

January 1988 – May 1992

ACIS (PR No: 091490)

Obtained 3rd Place in the Final CSSA Exams in May 1992

Subjects passed included:

Financial Accounting 1, 2 & 3, Financial Management, Cost Accounting, Taxation, Economic: Principles and Policies, Quantitative Methods, Management Information Systems, Management of Systems, Management: Principles and Policies, Human Resource Management, Corporate Business Administration, Commercial Law, Company Law and Close Corporations and Communication.

WAVERLEY GIRLS HIGH SCHOOL IN JOHANNESBURG

January 1983-December 1987

Leadership roles and prizes in Matric included being Form Prefect, receiving a Certificate of Merit for Mathematics and receiving Tennis Colours.

Matric subjects passed with University Exemption:

English, Afrikaans, Mathematics, French, History and Geography.