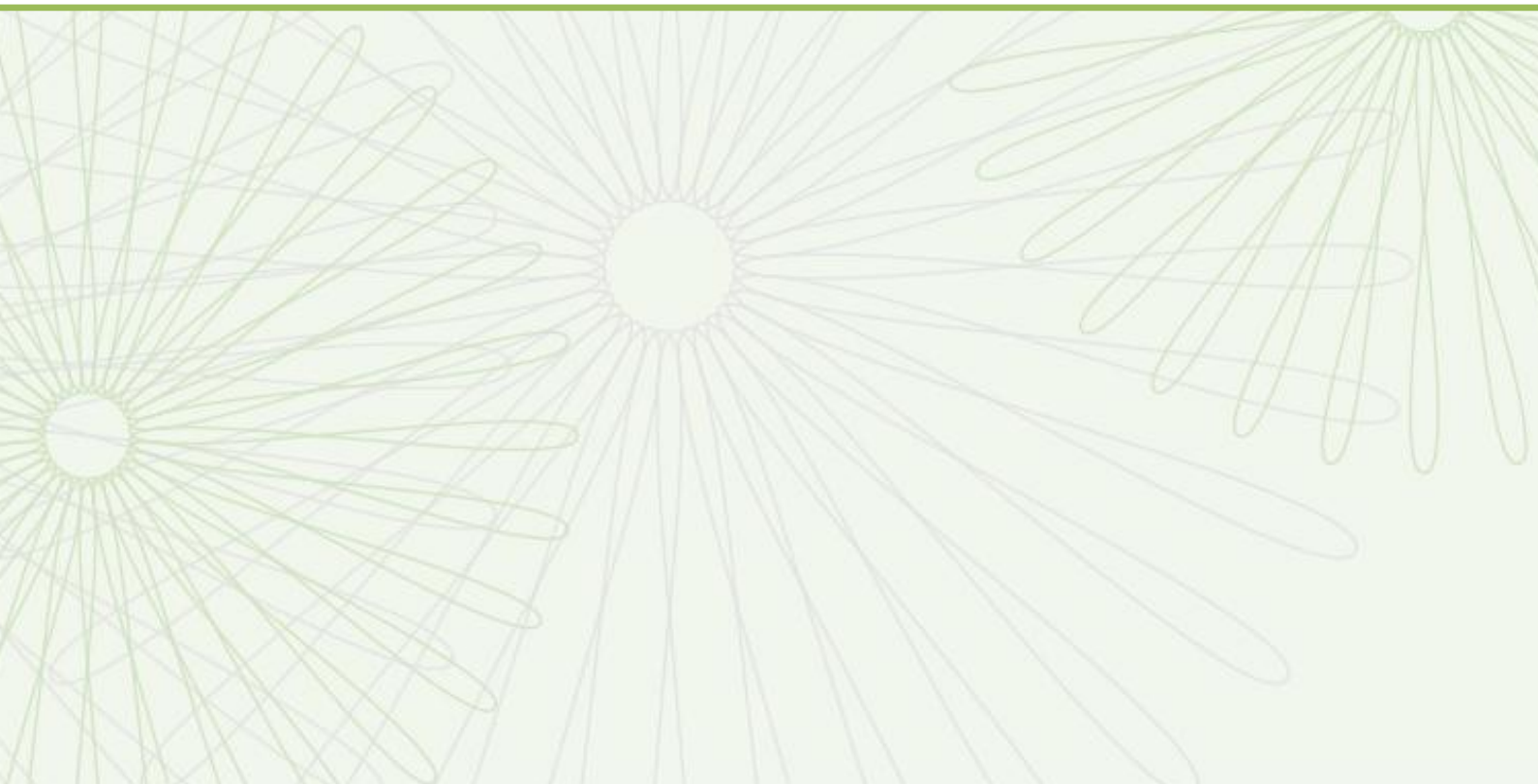




**Curriculum Vitae
of
Venita Oberholster**



Biographical Data

Name: Venita

Surname: Oberholster

Date of birth: 22 Julie 1971

Age: 41

Identity No: 7107220076083

Gender: Female

Marital Status: Divorced

Dependants: Son

Nationality: South African

Home Language: Afrikaans

Other Languages: English

Drivers License: EB

Health: Good

Residential Address: 8 Howitzer Avenue
Ifafi
Hartbeespoort

Postal Address: Postnet Suite 27
Private Bag X0001
Ifafi
0260

Tel no (Work) **012-2590656**

Fax no 0866 938 418

Cell no: **079 527 5024**

E-mail address: **venita@steptraining.co.za**

Education

Summary of Qualifications:

I have obtained a total of 576 credits on **NQF Level 6**, consisting of two qualifications and one qualification in progress. (Details listed below). My goal is to complete the Professional Advanced Qualification: Governance and Administration NQF Level 7.

I have chosen to qualify as a Company Secretary, as my main interests are Corporate and Commercial law, Financial management, General management and Corporate governance. This qualification allows me expand my professional capacity and interests in the Training Industry.

The *South African Law School* describes the Company Secretary as follows:

“Every successful, well-run organisation needs a governance professional who, as part of the senior management team, can instill a culture of sound governance and act as a trusted adviser on key issues. The Company Secretary ensures that an organisation complies with relevant legislation and regulation, and keeps board members informed of their legal responsibilities. Company Secretaries are the company’s named representative on legal documents, and it is their responsibility to ensure that the company and its directors operate within the law.”

I am currently awaiting approval of my application as LCIBM (Licentiate of CIBM) from the Chartered Institute of Business Management.

Details of Qualifications:

Qualification:	National Diploma Personnel Management (Equivalent of National Diploma: Human Resource Management NQF Level 6, 360 credits)
Institution:	Technikon Pretoria (Now Tshwane University of Technology)
Year completed:	January 1993
Subjects completed:	Financial Accounting I Industrial Relations I and II Management of Training I and II Personnel Management I, II and II Principles of Information Systems Communication Labour Law Business Economics I, II and III

Qualification:	CIS Professional Qualification: Management and Administration Unit Standard 60651, NQF6, 126 Credits
Provider:	Chartered Secretaries Southern Africa (CSSA) Examining Body: UNISA
Year completed:	December 2003
Subjects completed:	Communication (30 credits) Commercial Law (33 credits) Financial Accounting I (33 credits) Economics (33 credits)

Qualification in progress:**CIS Professional Qualification: Governance and Administration****Unit Standard 60653, NQF6, Completed 90 of 130 Credits**

Provider:

Chartered Secretaries Southern Africa (CSSA)

Subjects completed:

Managing Information Systems (20 credits)
 Taxation (20 credits)
 Management Principles and Policy (20 credits)
 Corporate Law (30 credits)

Subjects in progress:

Financial Accounting II (20 credits)
 Advanced Commercial Law (20 credits)

Qualification:**Matric**

Institution:

Brits High School

Year completed:

1989

Subjects completed:

Subject	Grade Obtained
Business Economics (HG)	A
Accountancy (SG)	A
History (SG)	A
Afrikaans (HG)	B
English (HG)	C
Typing (SG)	D

Courses completed during employment

- MS Excel and Word Basic to Advanced Courses
- MS Project
- MS Access
- Life Cycle Costing for the Sourcing Environment (Project Cost Accounting)
- Improving performance through communication
- Exceptional Customer Service Seminar
- Junior Management
- Provision Administration I and II

Computer Literacy

- MS Word
- MS Excel (Very advanced level)
- MS PowerPoint
- MS Outlook
- Internet Explorer
- Serif WebPlus
- Serif PagePlus
- Serif PhotoPlus
- Serif DrawPlus
- JD Edwards, Accpac & Omni Accounts
- MS Visual Basic 6 (Basic knowledge)
- MS Access (Basic knowledge)

Work Experience

Current Employer: Step Across Training and Step Beyond Development

Position: Programme & Development Manager

Period: August 2007 to date

Duties:

- Develop course material as required in line with ECSA requirements and SAQA Unit Standards. Including:
 - Learner Guides
 - Facilitator Guides
 - Assessment Instruments
 - Assessment Matrix
 - Portfolio of Evidence
- Manage operational requirements for providing printed course material.
- Manage Course Coordination: material, venues, trainers, equipment and document control.
- Manage and control correct filing of course applications, learner result sheets and certificates.
- Quality Management System development and maintenance.
- Manage financial and administrative functions performed by administrators: Approval of Invoices Quotations and Purchase Orders
- Manage Accounting and Bookkeeping activities.
- Control cash flow and financial statements, as well as SARS Tax returns.
- Set strategic and operational goals, as well as processes to implement these goals.
- Human Resource Management: Recruitment, Personnel Development, Assessments, Salaries and contracts and Disciplinary code and procedure development and implementation.
- Manage project budgets.
- Determine appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Analyse project profitability, revenue, margins, bill rates and utilization.

Previous Employer: Grintek Telecom

Position: Project Manager and Cost Controller

Period of employment: February 1997 to July 2004

Functions:

Project Cost Controller/Accountant

- Assess requirements and risks of quotation or tender requested, and if applicable request information from Quote Coordinator.
- Follow up on information required, and clarify information and risks where necessary. Liaise with other divisions like Product Management, Support, Stores, Sales and Marketing and Operations to sort out any technical shipment, product and other issues that might arise during project implementation, as well as during pricing for tenders and quotations.
- Obtain updated quotations from local and foreign suppliers to ensure accurate costing for tenders and quotations, and to accelerate the process.
- Compile accurate costing spreadsheets for quotations and tenders, by applying information obtained, according to specifications provided by Account Manager / Customer.
- Compile Terms and Conditions for each quotation or tender in such a manner that risks are minimised effectively relating to commercial and financial issues.

Financial/Project Manager:

- Financial Reporting to Directors & compiling statistics of financial position of Division, by enquiries of JDE Reports
- Manage day-to-day operational aspects of a project and scope.
- Create and execute project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Satellite Phone Product Management: representative to international suppliers
- Account Reconciliations & Calculation of Cost of Sales.
- Compiling of subscription packages and price lists.
- Compiling contracts, sales & negotiating with potential customers & suppliers.
- Design and upkeep of several Excel databases to control issuing of stock, invoicing & profitability of assigned projects.
- Credit Application Approvals
- Approval of Order Entries — check creditability, profit margins & accuracy.
- Approval of Invoices & Credit Notes, monthly Cash Book reconciliation and Credit Reimbursements.
- Approval of Purchase Requests & Pick Lists.
- Personnel Assessment and development of abilities and motivation of financial personnel.
- Handle enquiries of customers and provide solutions.
- Ensure that all procedures are followed according to Quality Assurance standards.

Financial Administrator (1997 — 2000)

- Cash Book function (Deposits, Receipts, Receipt entries, Allocation of receipts to invoices, Full Cash Book reconciliation on a monthly basis)
- Debtors (Collections, issuing of statements, reconciliations, debtors age analysis)
- Creditors (Obtain spot/forward cover, Balance invoices with statements, entry of invoices and credit notes into Accounts Payable and apply Landed Cost, process payments — local and international) R1.5 Million per month
- Invoicing & Credit Notes (stock & non-stock items)
- Journal Entries
- Cost control
- Compile & process Purchase Requests & Picking Lists, Delivery Notes

Previous Employer: **Western Cape Education Department**

Position: **Provision Administration Officer**

Period: **April 1993 — October 1996**

Main job functions:

- Supervision of Purchasing and administrative duties performed by 6 clerks
- Stock control — ensure inventory levels are sufficient
- Order of stock and approve payments to Creditors
- Reconciliation of Creditors accounts
- Communication with clients as well as Creditors
- Personnel Evaluation and Promotion Reports
- Work Study of systems processes in various different Government departments.
- Training of internal personnel (Systems processes & Computer application training)
- Approval and Supervision of Tenders received & attendance at Tender Meetings

General

My present outside interests includes:

Painting, design, reading, writing and exercising.

My Personal Objectives

I enjoy participating in a productive and friendly team, and to fulfill the role as a team member that produces a valuable input to the overall objective of the team but also of society as a whole.

My main objective is to strive to empower people, from any race or class to the utmost of my abilities. I have led a fairly privileged life, and always did my utmost best to gain knowledge and experience to reach my goals. I am always passionate about my work and I believe it shows in the quality of work I deliver. By developing course materials that can enhance the quality of another person's life, I feel fulfilled and consider myself a successful person.

My philosophy is that you cannot consider yourself successful in any field if you were not able to transfer your knowledge and skills to someone else.