



**Surname:** Gounder  
**First Names:** Kuvashini  
**Date of Birth:** 14 August 1974  
**Nationality:** South African  
**Email:** [admin@pba.co.za](mailto:admin@pba.co.za)

**Education:**

| Institution :            | Achievements:                                    |
|--------------------------|--|
| Westham Secondary School | Matric Exemption                                 |
| Accsys                   | Diploma in Payroll Administration                |
| Intec                    | Practical Bookkeeping                            |
| Rhodes University        | Certificate: Essentials of Newspapers Management |

**Language Skills:**

| Competence scale 1 – 5 (5 = excellent; 1 = beginner) | Reading | Speaking | Writing |
|--|---------|----------|---------|
| English (1 <sup>st</sup> language)                   | 5       | 5        | 5       |
| Afrikaans (2 <sup>nd</sup> language)                 | 5       | 3        | 4       |
| Zulu (3 <sup>rd</sup> language)                      | 0       | 0        | 0       |

**Executive Summary:**

|  |
|--|
| Secretarial / Administration/Bookkeeping/Payroll |
|--|

**Other Skills:**

| Computer Skills:                          | Competence scale 1 - 5 (5 = excellent; 3 = average; 1 = beginner) | Rating |
|---|---|--------|
| Internet                                  |   | 5      |
| Microsoft Excel                           |   | 5      |
| Microsoft Outlook                         |   | 5      |
| Microsoft Word                            |   | 5      |
| Payroll Packages (Unique, DRL,VIP,Pastel) |   | 5      |
| Accounting software(Sage ERP500)          |   | 5      |



**Summary:**

I'm highly motivated individual. I believe in having a good work ethic and teamwork.

**Professional Experience:**

| Period       | Position                            | Company                      |
|--------------|-------------------------------------|------------------------------|
| 1994-2000    | Accounts clerk                      | Independent Newspapers       |
| 2000-2016    | Group Payroll Finance Administrator | Independent Newspapers       |
| 2016-current | Bookkeeper/Administrator            | Pulana Baxter and Associates |

**Hobbies and Other Interests:**

I enjoy cooking, reading and am involved in many church activities.