

BOITUMELO OUMA-MARIE POEN

PROFILE I am a positive pro-active person who approaches tasks with diligence. I enjoy working and interacting with people and believe that a positive attitude towards others achieves positive results. The positions I have held have gained me tremendous experience, skills and knowledge, enabling me to execute the task at hand with not only enthusiasm but with precision and accuracy. I believe in myself and greatly strive to achieve results even if it means getting lost in the process.

SKILLS & ABILITIES Excellent account reconciliation skills. Experience with various accounting programs - PSL, Global Vista and Sage Pastel
Effective time management, Cost and budgeting reports

EXPERIENCE **FILM AFRIKA "NETFLIX" RIFF RAFF – CONSTRUCTION ACCOUNTANT**
Dec 2022 – June 2023
Processing Accounts Payable, PC and Payroll on Sage Pastel Express
Bank Reconciliation
Budget Management
Cost Reporting
Vat& PAYE submissions

MOONLIGHTING FILMS "HBO" WARRIOR SEASON 3 – CONSTRUCTION ACCOUNTANT
March 2022 – Nov 2022
Processing Accounts Payable, PC and Payroll on Sage Pastel Express
Bank Reconciliation
Budget Management
Cost Reporting
Vat& PAYE submissions

MOONLIGHTING FILMS "SONY PICTURES" THE WOMAN KING – CONSTRUCTION ACCOUNTANT
Sep 2021 – March 2022
Processing Accounts Payable, PC and Payroll on Sage Pastel Express
Bank Reconciliation
Budget Management
Cost Reporting
Vat& PAYE submissions

MOONLIGHTING FILMS “NBC FILM” BEAST – CONSTRUCTION ACCOUNTANT

March 2021 – Sep 2021

Processing Accounts Payable, PC and Payroll on Sage Pastel Express

Bank Reconciliation

Budget Management

Cost Reporting

Vat& PAYE submissions

FILM AFRIKA “AMAZON” THE POWER – CONSTRUCTION ACCOUNTANT

Jan 2021 – March 2021

Processing Accounts Payable, PC and Payroll on Sage Pastel Express

Bank Reconciliation

Budget Management

Cost Reporting

Vat& PAYE submissions

MBC “DESERT WARRIOR” – CONSTRUCTION COORDINATOR

Oct 2020 – Jan 2021

Administrative and Office Management

Coordinating crew

Cost Report management

NETFLIX “JIVA” – 1ST ASSISTANT ACCOUNTANT

Jul 2020 – Sep 2019

Supporting the Accountant and wider finance team

Performing reconciliations of accounts

Processing payments and invoices accurately

Verifying financial statements, ledger and accounts and making corrections where appropriate

OLD SCHOOL PRODUCTION “THE AMBUSH” – CONSTRUCTION COORDINATOR

March 2020 – June 2020

Administrative and Office Management

Coordinating crew

Cost Report management

BLUE ICE PICTURES “VAGRANT QUEEN” – 1ST ASSISTANT ACOCUNTANT

June 2019 – Oct 2019

Supporting the Accountant and wider finance team

Performing reconciliations of accounts

Processing payments and invoices accurately

Verifying financial statements, ledger and accounts and making corrections where appropriate

OUT OF AFRICA "GOOD OMENS" – 1ST ASSISTANT ACCOUNTANT

Sep 2018 – Dec 2018

Supporting the Accountant and wider finance team

Performing reconciliations of accounts

Processing payments and invoices accurately

Verifying financial statements, ledger and accounts and making corrections where appropriate

MOONLIGHTING "BOOGIE MOUNTAIN" – 1ST ASSISTANT ACCOUNTANT

Jan 2017 -July 2017

Supporting the Accountant and wider finance team

Performing reconciliations of accounts

Processing payments and invoices accurately

Verifying financial statements, ledger and accounts and making corrections where appropriate

MOONLIGHTING "THE MUMMY" – CONSTRUCTION COORDINATOR

Jan 2016 – Oct 2016

MOONLIGHTING "KINGS OF PROPHETS" – AP ACCOUNTANT

Oct 2015 – Jan 2016

ADVANTAGE MEDIA "SERETSE" – ART DEPARTMENT COORDINATOR

Feb 2015 – Aug 2015

MOONLIGHTING "QUEEN OF KATWE" – ART DEPARTMENT COORDINATOR

Aug 2014-Jan 2015

MOONLIGHTING "CHAPPIE" – AP ACCOUNTANT

2013

INTEC COLLEGE – BUSINESS MANAGEMENT DIPLOMA

BOSTON COLLEGE – SENIOR SECRETARIAL CERTIFICATE

**PROFESSIONAL
SKILLS**

Applied Accounting 1 & 2, Business Management & Entrepreneurship
Computer Practice, Business English, Economic & Legal Environment,
Computer Literacy, MS Outlook, MS Office

REFERENCES

ALIDA RUBENS – PRODUCTION ACCOUNTANT - +27 83 728 5570

IRINA WOZNIAK – FINANCIAL MANAGER - +27 83 442 5518

BRENDAN SMITHERS – CONSTRUCTION MANAGER - +27 82872 1618