

Founder, Finance and Office Manager, Bookkeeping Consultant

**Title:** Mrs  
**First names:** Natalie Anne  
**Family name:** Wright  
**Date of birth:** 06 March 1977  
**Nationality:** South African  
**Place of residence:** Durban, South Africa  
**Civil status:** Married  
**Children with date of birth:** 2 children –  
 John (c. 2008), Hannah (c. 2012)



**Contact Details:**

Cellphone / Mobile: + 27 83 449 6498  
 Fax number: + 27 86 601 6641  
 Email: finance@sustainecoenv.com and finance@sustainsafaris.com  
 Website: www.sustainecoenv.com and www.sustainsafaris.com

**Education:**

Institution (Date From – To)	Qualification Obtained
EasyBiz (Dec 2018)	QuickBooks Online
Varsity College (Jun – Aug 2005)	Financial Accounts I (Advanced Bookkeeping) – Distinction
CS Holdings (Nov 2004)	Microsoft 2000 – Word, Excel, Powerpoint (Levels I, II and III)
Careers IT (Feb 2004)	Pastel Partner, Pastel Advanced, Pastel Payroll
Varsity College (Mar 2003 – Jun 2003)	Diploma in Bookkeeping – Distinction
Technikon South Africa (1998 – 2000)	National Diploma in Nature Conservation – Incomplete
Insurance Institute of South Africa (1995 – 1996)	Intermediate Certificate in Business Studies; Certificate in Proficiency

**Language skills:**

Language	Reading	Speaking	Writing
English (mother tongue)	Fluent	Fluent	Fluent
Afrikaans	Fair	Fair	Fair

**Academic honours:**

- Working World Typing Olympiad.

**Key skills:**

Finance skills include:

- Financial management;
- Bookkeeping;
- Payroll;
- Dealing with Accountants and Auditors.

Office skills include:

- Office management and administration.

Founder, Finance and Office Manager, Bookkeeping Consultant

**Projects experience:**

<b>Financial and Office Management Consulting</b>			
<b>Year</b>	<b>Project Type</b>	<b>Description</b>	<b>Client</b>
Mar 2020	Financial and office management	Bookkeeping, management accounts and financial statements, budgeting and cash management advice and training.	LIV Thokomala
Feb 2020 – Mar 2020	Financial and office management	Bookkeeping, management accounts and financial statements, budgeting and cash management advice and training.	Lauren Ginn Accessories (Pty) Ltd
Jun 2019 – Dec 2019	Financial and office management	Bookkeeping, management accounts and financial statements, budgeting and cash management, liaising with company accountants.	Homeaire Airconditioning (Pty) Ltd

**Experience in the region:**

<b>Country</b>	<b>Date From – Date To</b>
South Africa	Jan 1998 – Current
Mozambique	Aug – Oct 2009

**Work experience:**

<b>Financial Management and Office Administration</b>		
<b>Year</b>	<b>Description</b>	<b>Employer</b>
May 2019 – Present	Finance and Office Manager, and Bookkeeping Consultant	Sustain Bookkeeping
Aug 2018 – Apr 2019	Finance and Office Manager	DC Sales (Pty) Ltd
Jun 2014 – Feb 2016	Senior Bookkeeper	BMS Corporate Service
Oct 2006 – Jan 2014	Bookkeeper to private clients	Natalie Wright T/A Durban North Bookkeeping
Feb – Sep 2006	Sales Coordinator	LiftAfrica (Pty) Ltd
Jan 2003 – Jan 2006	Senior Administrator	Benchmarking and Manufacturing Analysts SA (Pty) Ltd
Jan 2002 – Dec 2002	Managing the South West Area Office for Working for Water – SANParks and Coast Care Programmes	Natural Resource Management
Jan 2001 – Dec 2001	Tourism and conservation at Bontebok National Park	South African National Parks
Mar 1997 – Aug 2000	Nedbank La Lucia – Teller, Retail Banking Support, Administration, Enquiries Clerk, Relief Switchboard Operator	Nedbank
Jan 1995 – Feb 1997	Employee Benefits Sales Assistant	Commercial Union