



BOITUMELO OUMA-MARIE POEN "TUMI"

PROFESSIONAL SKILLS

Applied Accounting 1 & 2
Business Management
Entrepreneurship
Computer Practice
Business English
Economic & Legal Environment
Computer Literacy
MS Outlook & Business Manager
MS Office
Data Capturing
Internet Proficiency
Copy writing
Team management
Communication skills

PERSONAL SKILLS

Creative spirit
Enthusiastic
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

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Cream Recruitment - Owner

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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. The only way we can find a new route and gain experience is by being diverted along the way and being prepared to take chances.

EXPERIENCE

CONSTRUCTION COORDINATOR

Old School Productions "The Ambush" | 2020

Administrative and Office Management
Cost Report Management
Coordinating Crew
Managing Budget

1ST ASSISTANT ACCOUNTANT

Blue Ice Pictures "Vagrant Queen" | June 2019 - Oct 2019

AP Reconciliation & Payments
Assisting With Cost Reporting
PAYE Submissions
Bank Reconciliations
Preparing VAT Returns

CONSTRUCTION COORDINATOR

Moonlighting Films "Warrior" | 2018-2019

Administrative and Office Management
Daily Cost Report Submission

1ST ASSISTANT ACCOUNTANT

Out of Africa "Good Omens" | 2018

AP Reconciliation & Payments
Assisting With Cost Reporting
PAYE Submissions
Bank Reconciliations
Preparing VAT Returns

1ST ASSISTANT ACCOUNTANT

Moonlighting Films "Boggie Mountain" | 2017

- AP Reconciliation & Payments
- Assisting With Cost Reporting
- PAYE Submissions
- Bank Reconciliations
- Preparing VAT Returns

CONSTRUCTION COORDINATOR

Moonlighting Films "The Mummy" | 2016

- Administrative and Office Management
- Cost Report Management

AP ACCOUNTANT

Moonlighting Films "Kings 'n Prophets" | 2015-2016

- Reconciliation, Payments, Supplies
- Purchase Order Management

ART DEPARTMENT COORDINATOR

Advantage Media "Seretse" | 2015

- Monitoring the Art Department Budget
- Processing Invoices/Petty Cash/Timesheet
- Paying Swing Gangs/Casual Labours
- Assisting the Construction Team
- Assisting Production Designer and Art Director with Schedules and Chart flows

ART DEPARTMENT COORDINATOR

Moonlighting Films "Queen Of Katwe" | 2015

- Monitoring the Art Department Budget
- Processing Invoices/Petty Cash/Timesheet
- Paying Swing Gangs/Casual Labours
- Assisting the Construction Team
- Assisting Production Designer and Art Director with Schedules and Chart flows

AP ACCOUNTANT

Giant Film Cape Town "In-house Commercials" | 2014

- Reconciliation, Payments, Supplies
- Purchase Order Management

ART DEPARTMENT COORDINATOR

Moonlighting Films "Avengers" | 2014

- Monitoring the Art Department Budget Processing Invoices/Petty Cash/Timesheet
- Paying Swing Gangs/Casual Labours
- Assisting the Construction Team
- Assisting Production Designer and Art Director with Schedules and Chart flows

AP ACCOUNTANT

Streetwise Professor "Chappie" | 2013

Reconciliation, Payments, Supplies
Purchase Order Management

ART DEPARTMENT COORDINATOR

Film Afrika "Seal Team 8" | 2013

Monitoring the Art Department Budget Processing Invoices/Petty
Cash/Timesheet Paying Swing Gangs/Casual Labours
Assisting the Construction Team
Assisting Production Designer and Art Director with Schedules and
Chart flows

ADMIN STUNTS COORDINATOR

Out Of Africa "Strike Back" | 2013

Administration and Tracking Costs

PRODUCTION

Lobster Tree "Papa Ramachel" | 2013

Crew Bookings/Equipment Booking/Script Distribution
Coordinating schedules, tracking PR activities
Supporting fundraising activities, location scouting
Providing casting, crew and facilities information
Administrative and Office management
Assisting with Accommodation and Flight
Coordinating/ Setting up various departments

PRODUCTION

Moonlighting Films "The Good Lie" | 2013

Crew Bookings/Equipment Booking/Script Distribution
Coordinating schedules, tracking PR activities
Supporting fundraising activities, location scouting
Providing casting, crew and facilities information
Administrative and Office management
Assisting with Accommodation and Flight
Coordinating/ Setting up various departments

PRODUCTION

Endemol South Africa "The Million Rand Money Drop" | 2012

Crew Bookings/Equipment Booking/Script Distribution
Coordinating schedules, tracking PR activities
Supporting fundraising activities, location scouting
Providing casting, crew and facilities information
Administrative and Office management
Assisting with Accommodation and Flight
Coordinating/ Setting up various departments

TRANSPORT MANAGER

Moonlighting "Challenger Flight" BBC | 2012

Daily Call sheet Movement Order Management
Managing +- 25 Chaperones/Drivers
Assisting shoot with Vehicle Hire/ Trucks/ Bangers
Managing Traffic Fines
Checking invoicing Auditing Fuel Account Vehicle damages
Insurance claims/police reports International Airport Pick-Ups
Keeping Records Of in and out Vehicles
Scouting Location and accommodation

PROFESSIONAL SKILLS

Applied Accounting 1 & 2
Business Management & Entrepreneurship Computer Practice
Business English
Economic & Legal Environment
Computer Literacy
MS Outlook & Business Manager
MS Office
Data Capturing
Internet Proficiency
Copy writing
Team management
Communication skills

PERSONAL SKILLS

Creative spirit
Enthusiastic
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

3RD PRODUCTION COORDINATOR

Video Vision Entertainment" Long Walk To Freedom" | 2012

Crew Bookings/Equipment Booking/Script Distribution
Office management
Coordinating schedules, tracking PR activities
Supporting fundraising activities, location scouting
Providing casting, crew and facilities information
Administrative and office management
Assisting with Accommodation and Flight
Coordinating/ Setting up various departments

ART DEPARTMENT COORDINATOR

Out Of Africa "Mad Dogs II" UK Series | 2012

Monitoring the Art Department Budget Processing Invoices/Petty Cash/Timesheet Paying Swing Gangs/Casual Labours
Assisting the Construction Team
Assisting Production Designer and Art Director with Schedules and Chart flows

EDUCATION

INTERIOR DESIGN

Interior Design Institute | 2017-2019

CREATIVE WRITING COURSE

2013

BUSINESS MANAGEMENT NATIONAL SENIOR DIPLOMA

Intec | 2003-2005

SENIOR SECRETARIAL CERTIFICATE

Boston College | 2002

MATRICULATED

Rand Girls High | 2000

ACTIVITIES

Writing, Travelling, Volunteering, Reading, Adventure, Jogging