



BUSINESS PROFILE

We believe we can provide advanced solutions that help businesses and individuals succeed in today's ever-changing world. Our solutions are designed to make life easier, more efficient, and more productive.



IT SOLUTIONS
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ACCOUNTING
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TRUBUSINESS ACCOUNTING

ACCOUNTING
SERVICES

About Letitia

I am an accomplished, knowledgeable and versatile Bookkeeper to Trail Balance offering 13 year extensive experience in bookkeeping and payroll, Tax Practitioner and Registered with SAIT. I leverage strong communication, analytical thinking, interpersonal and leadership skills to effectively resolve problems and provide superior service. I am comfortable working in fast-paced, deadline-driven environments as part of a team or on an individual basis. I possess the ability to take initiative and manage time effectively. design and implementing a comprehensive financial operational system and automation

Services

BOOKKEEPING

- Data Entry
- Bank Reconciliation
- Reconciliation - General Ledger, Customer, Suppliers
- Catchup bookkeeping
- SARS Compliance
- VAT Registrations
- VAT Returns / Reconciliations

PAYROLL

- Monthly or Weekly payslips
- PAYE Registrations
- EMP201 Filing
- EMP501 Recons
- UIF
- Workmans Compensation / RMA
- Mibco

Programs

- Sage One Advisory
- Sage 50c Pastel Partner Advisory
- Sage One Payroll
- Advance Excel
- Quickbooks
- Xero
- Zoho (Wave)
- Intercode
- Accpack Manufacturing
- Omni Manufacturing

About Gert

Gert is a well experienced diligent and customer focused IT Consult with close on 25 years of experience in the IT Field. Having been involved in a variety of IT Fields including IT Asset management and lifecycle management, Network Design, Setup and Management of Internet Service Providers, Outsource IT Support Services, Cloud Services as well as Hardware and Software sales and solution design. His passion is network security and IT management – especially for small to medium businesses

Services

OUTSOURCE IT SUPPORT

- Solution Design and Implementation
- Server , Mobile Computing and Desktop Computing
- Network Monitoring Solutions
- Process Automation and Hosting solutions
- Document Management Solutions
- Website and E-Mail Hosting and Design services
- Managed Firewall Services
- E-mail security and archiving
- IT Asset management and process documentation
- Responsible E-Waste Recycling
- Business Analytics
- Productivity Monitoring and Management

Software supply

Supply and support including but not limited to

- Microsoft Windows Desktop and Server operating systems
- Microsoft Office desktop and 365 editions
- Microsoft SQL Server
- Microsoft Exchange
- Microsoft 365 Cloud ServicesEndpoint Security and Management Solutions

Training Provided

Both Gert and Letitia share a passion for empowering individuals through training. We offer a customizable training solution suitable for most companies and individuals. Gert has a background in corporate training services including soft skills training and specialized IT Skills. He is a certified technical trainer, assessor and moderator and also certified by the MICT seta to assess certain NQF Qualifications.

IT TRAINING

- IT
- Basic Windows and Office Training
- Advanced Office Training
- Customizable client specific application training
- MICT NQF Learnership training
- Network security fundamentals for end users
- CyberSecurity training for end users

ACCOUNTING SOFTWARE PROGRAMS

Bookkeeping to TB various packages

- Sage One
- Xero
- Quicbooks
- Zoho
- Mibco

** We do in person training or Online depending on amount of students

All our training services are specifically customized for each of our clients to ensure we cover all the relevant training material targeted specifically at the end users short comings.

