



Patricia Klein

Company: Action iT (Pty) Ltd

Positions held: Chief Operations Officer (COO): Action iT Group of Companies

Director: Action iT People (Pty) Ltd

Director: Action iT Investments (Pty) Ltd

Email: patricia@actionit4u.com

Professional qualifications & membership:

- B. Comm – University of Stellenbosch.

Professional background:

- Patricia is the Chief Operations Officer for Action iT and has more than 20 years of experience in assisting various types of organisations with the management of their financial, payroll and operational functions.
- Patricia is a shareholder of the Action iT Group of companies and contributes to the strategic management of the company.
- Patricia's diverse managerial experience has assisted the company to streamline its operations and ensured a consistent growth of the company operations and inevitably its overall financial standing.
- Prior to becoming the COO of the company, Patricia assisted various professional services firms, advertising, cosmetic agencies, a rail company to name a few which has boosted her diversified mindset.

Subject matter expert:

- Patricia has gained proven practical experience in the managing of the financial and/ or accounting functions of the following entities (but not limited to):
 - ✓ Action iT (Pty) Ltd group of companies.
 - ✓ Jou Ma Se Comedy Club.
 - ✓ Estetica (beauty salon).
 - ✓ Elkanah House (private school)
 - ✓ The Cosmetic Surgery Institute (medical clinic)
 - ✓ CLP (Warner Bros Apparel License SA)
- Patricia continues to provide the Action iT group of companies with sound financial advice in line with its strategic objectives.

Industry experience:

- Patricia is a highly skilled Financial and Operations expert, however; she has developed and proven her ability across a broad range of skills which include, but not limited to:
 - ✓ Transaction processing (Financial).
 - ✓ Cash Management.
 - ✓ People Management.
 - ✓ Suppliers Management.
 - ✓ Customers Management.
 - ✓ Fixed Assets Management.
 - ✓ Facilities Management.
 - ✓ Audit preparation and support.
 - ✓ Payroll Management.
 - ✓ Financial Budgeting, Forecasting and Reporting.
 - ✓ Statutory Returns.

