



Gloria Shannon Bligenhoudt

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I perceive myself as committed, hard working, trustworthy, a team player, dependable, willing to give that extra percent to reach a target or goal, ready to take on new challenges, not afraid to use my own initiative, not intimidated by any person or challenge.

I am always willing to learn and have confidence in myself to take any challenge and make it my own, to learn from any mistake and take criticism with respect and see it a learning opportunity.

My work ethic has always been to do the best I can, adding a little more where I can, and not quitting till I have reached the desired target or requirement. I am inspired to learn, to educate others on what I know, to assist where I can, to make a difference, to be an asset to any company, to promote growth and confidence in myself and in the work place.

Preferred occupation	Data capturers Administrative jobs
	Debtors clerk Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2014.08 iki 2020.08**

Company name Edcon

You were working at: Debotors clerk

Occupation Property Admin Clerk

What you did at this job position? • Ensure new and relocation properties get a vendor and load banking details • Update recon on monthly basis • Ensure that all account entries are captured correctly • Complete check list for the month • Complete provision schedule /Raise Accruals for the Chains • Attend to Queries on a daily basis • Ensure all Store Rental and Utilities are paid/Loaded on payment system (PAS) • Annual Turnover and Sales Figures /certificates • Ensure the proper Escalations takes place on Rental and Utilities • Filling and Archiving files with Document warehouse • Implementation of Projects • Liaise with internal and external departments to ensure requirements are met • Communicate progress of portfolio with line manager and chains • Ensure that all communications regarding responsibilities are effective and affiant • PIN integration and PAS adjustments according to PIN and lease • Ordering stationary and admin functions • Oracle - Print Ledger for remittances • Suspending and Loading of All new and closed stores

Working period **nuo 2007.03 iki 2014.02**

Company name Melanie Schoeman Attorneys

You were working at: Collections paralegal

Occupation Senior Legal Clerk (Litigations)

What you did at this job position? Collections of debtor's book averaging a value of indicate value
□ Identifying payments daily from bank statements and advising receipting clerk for allocation
□ Cleaning up of account i.e. clearing small balances of forex differences, bank charge deducted
□ Using Accounts Request Form, to be authorized by financial manager
□ Contacting clients for payments, telephonically or email
□ Providing copy of invoices or statements where required
□ Arranging for mailing, hand delivery or courier for prompt payment
□ Preparing recons on excel if required by clients or staff

Working period **nuo 2003.11 iki 2007.02**

Company name JD GROUP (RUSSELS)

You were working at: Finance officer

Occupation Credit Controller

What you did at this job position? Administration/ Credit Controller/ Data Capturer □ Handling queries from clients and making sure secretaries attend to rebilling timorously □ Cleaning up of account i.e. clearing small balances of forex differences, bank charge deducted □ Using Accounts Request Form, to be authorized by financial manager □ Assisting with identifying unallocated payments on bank recon □ Contacting clients for payments, telephonically or email □ Providing copy of invoices or statements where required □ Arranging for mailing, hand delivery or courier for prompt payment □ Preparing recons on excel if required by clients or staff □ Inserting comprehensive comments in ARC's debtors system for easy follow up □ Informing financial manager of any bad debts, letters of demand or suggested hand overs. □ Obtaining permission from practitioner before any legal action taken.

Education

Educational period **nuo 1993.01 iki 1997.12**

Degree Grade 12 / Matric

Educational institution Corronationville High School

Educational qualification Matric

I could work Available Immediately

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	very good	very good	very good

Computer knowledge

Fully Computer literate (Microsoft Packages)

Conferences, seminars

N/A

Recommendations

Contact person Vanessa Iliev

Occupation Manager

Company Edcon

Telephone number 0827463224

Contact person	Desiree Barnes
Occupation	Supervisor
Company	Edcon
Telephone number	0615885149

Additional information

Your hobbies	Sport Travel, Music, Aerobics, Swimming Netball. I believe that participation in sport develops strength in the areas of leadership, character, conflict and physical health. Reading Reading is informative and exposes one to the rich diversity of the world.
Driver licenses	None
Salary you wish	15500 R per month
How much do you earn now	10900 R per month