



Margaret Scheepers

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a position in the administration /Accounts or Receptionist field.

I am loyal, honest, reliable, friendly, organized, accurate, time driven.

I get along easy with fellow workers.

I believe in going that extra mile.

Always having a positive mindset.

Preferred occupation	Administrators Administrative jobs
	Receptionists Hotel jobs
	Debtors clerk Finance jobs
	Office administrator Retail, store jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1974-03-15 (50 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2017.11 iki 2020.07**
 Company name Marine Training and Consulting
 You were working at: Administrators
 Occupation Receptionist/Accounts/Admin Clerk
 What you did at this job position? Answered phone, sales, debtors&creditors, invoicing on pastel, stock take, cashing up, scheduling of courses, receiving cash payments and credit card payment transactions, cash book entries, Reconciling accounts, bank reconciliation

Working period **nuo 2006.05 iki 2009.02**
 Company name Bluecrane Meat Trust
 You were working at: Debtors clerk
 Occupation Debtors & Invoicing Clerk / Receptionist
 What you did at this job position? Debtors control on Pastel, invoicing and statements, processing orders from sales rep, petty cash, Reconciling accounts, following up on overdue accounts, handling of queries, filing, answering phone

Education

Educational period **nuo 1987.01 iki 1991.12**
 Degree Grade 12 / Matric
 Educational institution Commercial High School
 Educational qualification Matric

Educational period **nuo 2012.10 iki 2012.12**
 Degree Certificate
 Educational institution Varsity college
 Educational qualification Pastel Accounting Certificate(With distinction)

Educational period **nuo 2014.04 iki 2014.04**
 Degree Certificate
 Educational institution New Era
 Educational qualification MS WORD/EXCEL 2007/2010 BASIC LEVEL

Languages

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

Computer knowledge

MS Word/Excel

Pastel
Recommendations

Microsoft outlook Contact person	Peter Deyzel
Occupation	Office Administrator/Receptionist
Company	Marine Training and Consulting
Telephone number	061 076 4113
Contact person	Edgar Rathbone
Occupation	Debtors & Invoicing Clerk/Receptionist
Company	Bluecrane Meat Trust
Telephone number	083 654 5035

Additional information

Your hobbies	I enjoy cooking, walks along the beach. Watching series.
Driver licenses	None
Salary you wish	R8000 R per month