



Theresa Dawn Strauch

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have been in the client services / admin / junior bookkeeper position for more than 10 years. I am able to interact with people either via email, telephone, fax and/or in writing. I performed my duties by utilizing Pastel V14 to process my invoices, payments, quotations and bank recons. (no bookkeeping degree). I captured monthly account statements on excel and emailed to clients. Letters were prepared on MS Word. I am hard-working, loyal, prompt and honest.

Preferred occupation	Receptionist Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1965-07-04 (59 years old)
Gender	Female
Residential location	Cape Town Western 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

Additional information

Salary you wish	R12000 R per month
-----------------	--------------------