



# Kim Baker

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have extensive experience in a variety of fields including, Bookkeeping, Office Management, Accounts Payable, Personal Assistant, Typist, Pension/Provident Fund Administrator.

I am a reliable and very experienced Office Manager who is capable of wearing many hats and juggling multiple priorities simultaneously. I am a high calibre person who is keen to become an integral part of a growing business, and is more than able to play a vital role in the overall performance and success of any office. As a level headed person I am able to think and respond quickly to any given situation and can be relied upon to demonstrate a high degree of common sense when under pressure.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |
|                         | East Rand<br>Gauteng                  |
|                         | Sedibeng<br>Gauteng                   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1965-09-18 (59 years old)   |
| Gender               | Female  |
| Residential location | WALKERVILLE<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2016.05 iki 2021.03**  
 Company name Primetank  
 You were working at: Bookkeeper  
 Occupation Bookkeeper/Office Manager/Accounts Payable  
 What you did at this job position?  Payment of Statutory returns  Payments on Standard Bank domestic and international system  Creditors  Bookkeeping - books to trial balance  Pastel Accounting  Quarterly payments of Primetank rentals and sales  Banking  Month end reconciliations  Payroll preparation  Various office duties

Working period **nuo 2005.06 iki 2016.04**  
 Company name Glassock & Associates  
 You were working at: Insurance administrator  
 Occupation Pension/Provident Fund Administrator  
 What you did at this job position?  Reconciling monies received and updating payment schedules as necessary.  Generating and submitting requisitions for payment of risk benefits and administration fees.  Administrating payment of risk benefits to companies.  Resolving any queries and efficiently managing all correspondence from various fund members, as well as the Financial Services Board and SARS.  Handling all withdrawals, death and disability claims submitted by members of pension / provident funds.  Administrating transfers of pension/provident funds.  Organising and submitting relevant documentation to obtain tax clearance from SARS.  Compiling Quarterly Asset Allocation Reports [SARB] for use by senior staff members.

Working period **nuo 2004.04 iki 2005.05**  
 Company name Estate Agent Affairs Board  
 You were working at: Administrators  
 Occupation Legal Typist  
 What you did at this job position?  Typed up legal documentation, correspondence and dictation, as called upon to do so.  Attended meetings and took minutes, collated minutes into a single typed document.

**Education**

Educational period **nuo 1979.01 iki 1983.12**  
 Degree Grade 12 / Matric  
 Educational institution General Smuts High School  
 Educational qualification Matric

Educational period **nuo 1984.01 iki 1984.06**  
 Degree Diploma  
 Educational institution Drake Secretarial College  
 Educational qualification Secretarial Diploma

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |
| Afrikaans       | basic                 | good                       | basic                |

**Computer knowledge**

Microsoft Excel, Word and Powerpoint

Pastel Payroll

Pastel Accounting

Microsoft Outlook

**Additional information**

|                          |                                |
|--------------------------|--------------------------------|
| Your hobbies             | Reading<br>Doing jigsaws       |
| Driver licenses          | B Light Vehicle $\leq$ 3,500kg |
| Driver license from      | 1986-04-00 (38 years)          |
| Salary you wish          | 25000 R per month              |
| How much do you earn now | 36100 R per month              |