



# Tracy Donnelly

Curriculum Vitae (CV)

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

I am looking for a reception/admin/creditors/data capture position.

I am hard working, reliable and not afraid to roll up my sleeves and help in any department that needs help. I am dedicated to my work and not afraid to ask for more task if it will help my colleagues/ company to move forward and be productive at the end. I will always put 150% of myself into my position. I am a quick learner on new system and not afraid to learn or suggest quicker ways of meeting deadlines should the issue arise.

Preferred occupation	Accountants Finance jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1971-03-15 (53 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2007.09 iki 2021.01</b>
Company name	Tourvest Destination Retail
You were working at:	Accountants
Occupation	Creditors
What you did at this job position?	Creditors Manager

## Education

Educational period                    **nuo 1993.04 iki 2007.03**  
 Degree                                      Grade 11  
 Educational institution                Newlands East Senior Secondary  
 Educational qualification              Grade 11  
 I could work                              In any admin position given a chance

**Languages**

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

**Computer knowledge**

Windows, Microsoft Office, DMK accounting, Sage Enterprise Management, Adobe,

**Recommendations**

Contact person                        Charmaine Stoltz  
 Occupation                              HR Manager  
 Company                                 Tourvest Destination Retail  
 Telephone number                      0823423238

Contact person                        Mano Pillay  
 Occupation                              Payroll Administrator  
 Company                                 Tourvest Destination Retail  
 Telephone number                      0827755897

**Additional information**

Driver licenses                         B Light Vehicle ≤ 3,500kg  
 Driver license from                    2018-11-00 (5 years)  
 Salary you wish                        10000 R per month  
 How much do you earn now         19000 R per month