



# Sue Ann Carolissen

Curriculum Vitae (CV)

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

I am currently looking for anything from Cashier to Administrator.

My Skills are as follows:

1. Processing all Journals
2. Bank Reconciliation
3. Payroll
4. Allocations
5. Debtors Clerk
6. Creditors Clerk
7. Processing Data for 3 different Stores
8. Income and Expenditure Management

Sales, cash-ups and basic administrative duties such as filing, answering the switchboard and answering

e-mails. Also drawing up of remittance advise and placing supplier orders

1. Attend to all Filing
2. Answering Emails, Telephones and Messages
3. Capturing of all Data
4. Microsoft Excel
5. Gen- X system
6. .Sage
7. Smart-It
8. Be responsible for Stock Orders and Deliveries
9. Be Responsible for Balancing of al Cash-Ups
10. Customer Payment Capturing and following up
11. Balance all Debtors and Creditors Journals

Preferred occupation                      ADMINISTRATIVE CLERK  
General jobs

Preferred work location                      Cape Town  
Western Cape

### Contacts and general information about me

Day of birth	1983-04-04 (41 years old)
Gender	Female
Residential location	Cape Town Western Cape
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>

### Additional information

Salary you wish	9000 R per month
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