



Samantha Venter

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration/ Debtors/ Creditors Clerk

Positive, self driven, team player, outstanding work ethic, highly organised, self motivated

Preferred occupation Operations Clerk
Administrative jobs

Preferred work location Ermelo
Mpumalanga

Contacts and general information about me

Gender Female

Residential location Ermelo
Mpumalanga

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2022.07 iki 2023.06**

Company name C.O.M.S Mining

You were working at: Administrators

Occupation Site Administrator/ Buyer

What you did at this job position? My responsibilities included, but were not limited to: • Communicating with customers and suppliers • Assisting customers with quotations • Receiving of cash and card payments • Processing/Allocating payments to customer and supplier accounts • Daily cash up • Monthly Debtors reconciliations • Inventory control and stock takes • Filling and document control • Creating and finalizing job cards • Tracking of monthly payment for both E.F.T and debit order clients • Monthly billing and debit orders • Monthly meter reading reports • Ordering/loading of parts and invoices • GRV of invoices • Contract setups • Breakdown of deposits/fees payable

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Afrikaans

fluent

fluent

fluent

Computer knowledge

Sage Business online, Albatross Program, Voice & Data Program, Realpay Program, BPO Program, MS Excel, MS WORD, Coral Draw Program, IQ Program, TPN Program, Workflow Program

Additional information

Your hobbies	Spending time with my family
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-00-00 (4 years)
Salary you wish	15 000 - 17 000 R per month
How much do you earn now	19 950 R per month