



# 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.*  
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## 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 (5 years)
Salary you wish	15 000 - 17 000 R per month
How much do you earn now	19 950 R per month