



# Savera Singh

Curriculum Vitae (CV)

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

- Processing payroll approx 100 employees on a monthly basis for about 17 years
- Processed weekly wages for about 20 years for about 800 employees
- Reconciled PAYE, UIF & SDL and processed payments via e-filing.
- Reconciled and Processed all other statutory payments ie. medical aid, loans/ garnishees
- Leave record keeping
- Filing
- Marketing the company
- Sourcing of tenders, prepare and submit all documents relating to the tenders
- Completed all procurement documents
- Handled all tenders awarded from orders to invoicing till completion of contract

## POSITIVE POINTS

- Worked on integrity software, qpac, qpc
- Computer literate- excell, word
- Received a chairman's award for outstanding achievement
- Responsible
- Hardworking

- |                         |                              |
|-------------------------|------------------------------|
| Preferred occupation    | Administrative jobs          |
| Preferred work location | Honeydew Randburg<br>Gauteng |

## Contacts and general information about me

- |                      |   |
|----------------------|---|
| Day of birth         | 1962-02-12 (62 years old)   |
| Gender               | Female  |
| Residential location | Honeydew randburg<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 1999.02 iki 2017.07**  
 Company name Voltsing Electrical Pty Ltd  
 You were working at: Setter  
 Occupation Payroll and Tenders  
 What you did at this job position? Processing payroll approx100 employees on a monthly basis for about 17 years Processed weekly wages for about 20 years for about 800 employees Reconciled PAYE, UIF & SDL and processed payments via efilng. Reconciled and Processed all other statutory payments ie. medical aid, loans/ garnishees Leave record keeping Filing Marketing the company Sourcing of tenders, prepare and submit all documents relating to the tenders Completed all procurement documents Handled all tenders awarded from orders to invoicing till completion of contract POSITIVE POINTS Worked on integrity software, qpac, qpc Computer literate- excell, word Received a chairman's Responsible Hardworking

Working period **nuo 1979.02 iki 1999.02**  
 Company name Voltex manufacturing  
 You were working at: Marketer  
 Occupation Payroll Manager  
 What you did at this job position? Processing payroll approx100 employees on a monthly basis for about 17 years Processed weekly wages for about 20 years for about 800 employees Reconciled PAYE, UIF & SDL and processed payments via efilng. Reconciled and Processed all other statutory payments ie. medical aid, loans/ garnishees Leave record keeping Filing Marketing the company Sourcing of tenders, prepare and submit all documents relating to the tenders Completed all procurement documents Handled all tenders awarded from orders to invoicing till completion of contract POSITIVE POINTS Worked on integrity software, qpac, qpc Computer literate- excell, word Received a chairman's award for outstanding achievement Responsible Hardworking

**Education**

Educational institution MH Joosub Tech High  
 Educational qualification Std 9  
 Educational institution RAU  
 Educational qualification Personnel Management  
 I could work Yes

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | very good      | very good           | very good     |
| Afrikaans | good           | good                | good          |
| isiZulu   | basic          | basic               | basic         |

## Computer knowledge

Word

Excell

Integrity software

Qpac / Qpc

## Additional information

Your hobbies

Reading

Walking

Cooking & baking

Driver licenses

EB Articulated Light Vehicle ≤ 3,500kg

Driver license from

1986-01-00 (38 years)

Salary you wish

R15000 R per month

How much do you earn now

Na R per month