Jason Wasserman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative Assistant @ TTT Tax Services (2016 - Present)

- Individual income tax submissions.

- Provisional tax submissions.

- Tax payer & eFiling registration

- Substantiating document/information processing and submission (Travel Logbooks, Expense reports etc.)

- Client correspondence, invoicing, debt management.

- SARS correspondence/deliberation on behalf of client & Audit tracking

- Company documentation/worksheet templates, advertisements, key-art/logo/letterhead creation & design.

- Designated company correspondent to a servicing out-sourced app development company, Riivo. (User query/fault report compiling and deliberation).

- Microsoft Outlook email account set-up and maintenance.

- General Office IT management.

Skills:

- Self-taught and honed in Microsoft Word (Letter/email drafting, template design and creation) Excel (templatecreation, Function implementation and formatting), PowerPoint (Layout & creative design), Adobe Acrobat Pro XI(PDF document creation & editing).

- Self-taught and honed in General IT solutions (Office work-station setup, Software installation/removal, virusprotection, Program navigation, general problem troubleshooting and repair). Knowledgeable in Windows XP,Vista, 7, 8, 8.1 & 10 operating systems.

- Natural affinity & interest for the English language with extensive vocabulary.

- Natural affinity for creative design (visual/conceptual) with special focus on attention to detail.

- Natural Affinity & Interest for innovative problem-solving in a general & business context.

- Always seeking to learn, work smarter & improve, Self-manageable & Motivated.

Preferred occupation	Administrators
	Administrative jobs
	Data capturers
	Administrative jobs

| Preferred work location | Durban City |
| | KwaZulu-Natal |

Contacts and general information about me

Day of birth	1995-08-22 (29 years old)
Gender	Male
Residential location	Durban City
	KwaZulu-Natal
Telephone number	*Information is available only for registered users.*
	Sign in
Email address	*Information is available only for registered users.*
	Sign in

Additional information

| Salary you wish | 12000 R per month |
| How much do you earn now | 9000 R per month |