



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 (28 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