



# Susan Senekal

Curriculum Vitae (CV)

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

Diligent and detail-oriented Credit Clerk with 5 years of experience in managing credit accounts, reviewing applications, and processing payments. Strong analytical skills and a proven track record of maintaining accurate financial records.

Skilled and detail-oriented Legal Secretary with experience in providing administrative support to law firms. Knowledge of legal terminology and procedures, organizational and communication skills, and ability to perform well under pressure.

Preferred occupation	<b>Personal assistant</b> Administrative jobs
	<b>Collections paralegal</b> Law, legal jobs
	<b>Debtors clerk</b> Administrative jobs
	<b>Debt collector</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
Preferred work location	<b>Welkom</b> Free State
	<b>Virginia</b> Free State

## Contacts and general information about me

Day of birth	1977-05-27 (47 years old)
Gender	Female
Residential location	<b>Bethlehem</b> Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period **nuo 2017.03 iki 2022.09**

Company name Oos Vrystaat Kaap Bedryf Beperk

You were working at: Finance officer

Occupation Credit Clerk

What you did at this job position? Managed credit application process and analyzed financial statements to determine creditworthiness. Monitored customer accounts for overdue payments and implemented collection strategies.

Working period **nuo 2023.09 iki 2023.12**

Company name JP Niemann Attorneys

You were working at: Lawyers

Occupation Legal Secretary

What you did at this job position? Preparing of legal documents, managing calendars, and organizing case files. Knowledge of legal terminology, court procedures, and legal research techniques.

## Education

Educational period **nuo 1991.01 iki 1995.12**

Degree Grade 12 / Matric

Educational institution High School Witteberg Bethlehem

Educational qualification Grade 12

## Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	good	good	good

## Computer knowledge

Lotes 123  
 Sage Pastel Accounting  
 AS400 stelsel  
 Fica en Popi  
 AJS

Sage Pastel Accounting training  
**Recommendations**

MS Excel Level 2	Gerda Potgieter
Contact person	
AML and FICA online courses.	Credit Manager
Occupation	
Popi Act online course.	Oos Vrystaat Kaap Bedryf Beperk
Company	
Microsoft Word	
Telephone number	063 792 5694
Microsoft Exel	
Contact person	Marezanne Niemann
Company	
Google Chrome	HR
Company	
Legalize	JP Niemann Attorneys
Telephone number	082 463 6731

**Additional information**

Your hobbies	<ul style="list-style-type: none"> <li>• Camping</li> <li>• Crochet</li> <li>• Dance</li> <li>• Reading</li> </ul>
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2003-04-00 (21 years)
Salary you wish	10000 R per month
How much do you earn now	NA R per month