



# Emmery Helmstedt

Curriculum Vitae (CV)

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

- Making out orders
- Checking of Stock
- Dealing with all HR related queries; Hiring of new staff; complaints from employees & payslips
- Making & Processing of purchase orders
- Dealing with SBV / Fidelity Cash Solutions
- Making out large amounts of Deposits
- Doing Daily cash up
- Helping with sales; and giving discounted prices to customers
- Seeing to customers complaints in store & telephonically
- Keeping record of production log sheets on a daily basis
- Keeping track of what goes in and out of the business account on a daily basis
- Dealing with suppliers
- Regular phone calls to Debtors
- Monitoring and keeping track of Vehicle log sheets
- Making out credit notes
- Keeping track and ordering of Back Orders
- Posting all credit and debit cards; daily deposits; daily cash ups and also wages and other expenses on Pastel Sage evolution
- In charge of making sure that all Standard Bank & FNB transactions are balancing to pastel sage evolution
- Making sure filing is up to date on a daily basis
- Making sure my physical and excel cashbook is up to date daily
- Meeting deadlines; for reports
- Ensuring business is running smoothly by keeping customers and staff happy
- Working directly with head office on a daily basis
- Dealing with picking slips

For any references

Fiona Smit

078 172 2037

Preferred occupation Administrators  
Administrative jobs

Preferred work location North West

### Contacts and general information about me

Day of birth 1992-11-17 (32 years old)

Gender Male

Residential location Rustenburg  
North West

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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### Additional information

Salary you wish 11000 R per month

How much do you earn now 9500 R per month