

Working period **nuo 2016.01 iki 2021.06**

Company name Pest Lab cc

You were working at: Accountants

Occupation Financial Assistance | Office Administrator

What you did at this job position? • Managed payroll and benefits for 15+ employees, including solving any related problems. • Managed registration for employees: UIF, COID, SARS, AVBOB and other company benefits. • Project draft costing for tender documents, contract costing for prospective clients. • Prepared monthly invoices, followed up on unpaid invoices, balanced owed and paid invoices. • Oversee daily accounting and reporting functions that take place within the organization. • Providing full financial administration support for the financial Controller and the whole company. • Reviewing, updating and maintaining financial and business forms to manage financial activity. • Identifying accounting discrepancy to reduced monthly expenditure. • Maintained Senior Director calendar, scheduling meeting ensure no conflicts occur. • Successfully planned and coordinated company events and teamwork activities. • Produce reports, presentations, flyers, spreadsheets, graphs charts, diagrams and illustrations. .

Education

Educational institution Durban University of Technology

Educational qualification ND:Clothing Management

I could work Visual Merchandiser, Assistance Buyer, Sale Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

I have the ability to use a computer, navigate the internet, and use common software applications such as Microsoft Office.my computer skills include:

- Analytics
- Social media
- Graphic design
- Microsoft Office
- Spreadsheets
- Email communication
- Data visualization

Recommendations

Contact person	Mr B Mncwango
Occupation	Finance Manager
Company	Manager
Telephone number	064 490 8364
Email address	info.pestlabcc@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-10-00 (9 years)
Salary you wish	R13 000.00 R per month
How much do you earn now	R10 000.00 R per month