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Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking as well as goal driven person, willing to work long hours to complete a certain task. I do not mind to start from the bottom, working my way upwards. I have great experience in administration. Currently, I work for a company that manufactures potato and onion machine. My role as the receptionist/admin clerk, I perform the following duties:

- Assisting with the switchboard
- Administration: paper work, using Pastel Accounting Software to enter incoming invoices on the computer
- Sending of emails and faxes
- Assist clients via email or telephonically
- Filing of invoices, payments, doctors certificates
- Using A-Pay program in doing the weekly employees wages.
- Capturing data
- Working on MS Word and Excel

I hope to work for a company where I can perform the administrative and financial aspect of the company.

I prefer working in a structured environment as it gives me a good idea of what needs to be done and when. By prioritizing tasks and remain calm is how I handle pressure moments.

Preferred occupation	Administrators Administrative jobs
	Accounts Assistant Debtors Creditors Clerk Fi Finance jobs
Preferred work location	Northern Suburbs Western Cape
	Cape Winelands Western Cape

Contacts and general information about me

Gender	Female
Residential location	Northern Suburbs Western Cape

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

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

Work experience

Working period **nuo 2014.03 iki 2016**

Company name Uniekum Landbou Masjiene (Pty) Ltd

You were working at: Other jobs

Occupation Receptionist /Admin Clerk

What you did at this job position? • Assisting with the switchboard • Administration: paper work, using Pastel Accounting Software to enter incoming invoices on the computer • Sending of emails and faxes • Assist clients via email or telephonically • Filing of invoices, payments, doctors certificates • Using A-Pay program in doing the weekly employees wages. • Capturing data • Working on MS Word and Excel

Education

Educational period **nuo 2010.02 iki 2013.12**

Educational institution University of Stellenbosch

Educational qualification BA Development and Environment

Languages

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

Computer knowledge

Microsoft Word, Excel, Pastel Partner V12 & 14, Infonetix Accounting Payroll program

Additional information

Your hobbies Reading anything from fiction to non-fiction
Playing and watching sports such as tennis, cricket, rugby
I enjoy being outdoors, to be surrounded by nature.

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2011-11-00 (13 years)

Salary you wish 9000-15000 R per month

How much do you earn now 8700 R per month