



# M Hoving

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	<b>Administrators</b> Administrative jobs
	<b>Accounts Assistant Debtors Creditors Clerk Fi</b> Finance jobs
Preferred work location	<b>Northern Suburbs</b> Western Cape
	<b>Cape Winelands</b> Western Cape

## Contacts and general information about me

Gender	Female
Residential location	<b>Northern Suburbs</b> 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