



Helen Smithers

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Senior Bookkeeping role.

I am trustworthy, hard working, reliable, goal driven, understanding and a team player.

Preferred occupation	Accountants Finance jobs
Preferred work location	East Rand Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1981-05-19 (43 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.01 iki 2016.12
Company name	HI Q Comaro Crossing
You were working at:	Accountants
Occupation	Senior Bookkeeper
What you did at this job position?	Accounting, Cash Book, Creditors, Debtors, All payments, Petty Cash (Up to R100000), Stock, Payroll (Wages & Salaries), P.A.Y.E, VAT, Daily Cash Ups, Filing and Sales

Education

Educational period	nuo 2014.03 iki 2015.10
Degree	Certificate
Educational institution	Boston College & ICB
Educational qualification	Senior Bookkeeper NQF Level 4

Languages

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

Computer knowledge

Word
 Excel
 Pastel Payroll
 Pastel Accounting
 QuickBooks
 Outlook
 Power Point
 Accpick
 E-Filing
 Easy file
 Spiralsoft

Recommendations

Contact person	Charles Martell
Occupation	Director
Company	Hi Q Comaro Crossing
Telephone number	082 460 5669
Email address	comarohiq7@telkomsa.net

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1999-05-00 (25 years)
Salary you wish	25000 R per month
How much do you earn now	25000 R per month