



# Neo Alice Matli

Curriculum Vitae (CV)

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

I'm looking for position as a Bookkeeper, Office administrator or payroll administrator. I'm skilled in Bookkeeping to trial balance, Payroll administration, office administration, Invoicing, Sars and tax returns, Pastel Accounting, updating spreadsheets, Bank Reconciliations and data management. I'm a capable, hard working, professional individual who aims at highest standards, I'm partime studying towards national diploma in financial accounting through correspondence with ICB and working as a Bookkeeper /administrator in a construction company, which my duties include Bookkeeping, Invoicing, Bank Reconciliations, Invoicing, compiling financial statements, updating the spreadsheets, tax returns, Accurate functioning in the payroll department as well as accurate functioning in office administration.

I'm able to work under pressure to meet deadlines and proficient in Microsoft Word, Excel and PowerPoint. The foundation of my achievements lies on time management, prioritizing work tactics as well as effectiveness in problem solving.

Preferred occupation	Finance jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.10 iki 2018.08</b>
Company name	Lamperini construction
You were working at:	Accountants
Occupation	Bookkeeper /administrator
What you did at this job position?	Bank reconciliation, Invoicing, Payroll administration, office administration, Sars returns, updating spreadsheets, update journals.

Working period **nuo 2011.05 iki 2014.01**  
 Company name Engine garage  
 You were working at: Cashiers  
 Occupation Supervisor  
 What you did at this job position? Bookkeeping, supervise teams of cashiers, daily recording of transactions, cash up for the team and count shortages

**Education**

Educational period **nuo 2011.09 iki 2014.01**  
 Degree Diploma  
 Educational institution Academy Of York /Damelin  
 Educational qualification National diploma in financial accounting  
 I could work I could work in finance department

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Sesotho	fluent	very good	very good
isiZulu	good	very good	good

**Computer knowledge**

Microsoft Office

**Conferences, seminars**

BBEE empowerment seminar

**Recommendations**

Contact person Carren Lamperini  
 Occupation Executive  
 Company Lamperini construction  
 Telephone number 011 463 8739  
 Email address lampeco@mweb.co.za.

Contact person Mrs Gana  
 Occupation CFO  
 Company Calvary Methodist Midrand  
 Telephone number 0829921109  
 Email address Vuyelwagama@yahoo.com

### Additional information

Your hobbies	Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-06-00 (7 years)
Salary you wish	12000 R per month
How much do you earn now	8000 R per month