



# Lizette Van Biljon

Curriculum Vitae (CV)

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

I am a very driven individual and have 13 years + experience in working with people, general office work, admin and accounts. I can describe the following qualities as part of myself. I am accurate and meticulous, methodical, responsive and a self-starter and have the ability to work independently. I am also very patient and loyal. I am customer focused with good interpersonal and communication skills. I pride myself on punctuality and neatness. I also have the ability to work under pressure in an extremely deadline-driven environment and with good problem-solving abilities and professional.

Preferred occupation	Administrators Administrative jobs
	Debtors clerk Administrative jobs
Preferred work location	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1982-05-15 (42 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 **nuo 2018.07 iki 2019.04**

Company name SHE Group

You were working at: Debtors clerk

Occupation Payroll & Debtors administrator

What you did at this job position? Accurate processing of new & temporary employees, transfers, promotions, terminations overtime, bonuses payable and other payroll related services Perform monthly payroll processes such as updating reports, checking and reconciling etc. Complete, verify and process benefits forms and documentation(provident fund, leave etc) Accurate capturing & processing of employee information (Activations) Accurate & timeous submission of payroll reconciliations, queries and reports to the Senior payroll administrator for monthly payments and reporting purposes Review and update batches processed by payroll clerk (e.g. leave batches) Handle payroll related queries where appropriate (Which includes EMP201 & EMP501,leave & salary queries etc.) Advice staff on company policy and procedures Assist with preparation for audits Month end reconciling to include 3rd parties (As per month end checklist e.g. 3rd parties, Provident fund, overtime, private kilos, loans, petty Cash, shortages, savings and reporting ODBC and other) Contracts of employees/replace temporary contract with permanent contract Debtors & Creditors Invoices/receipts Quotes Handling of customers Recon of bank statements daily Handle client queries regarding accounts Accurate capturing debtors/creditors information on SAGE Handle of UIF forms and submissions Updating of employee information on Old Mutual for pension/provident fund Arranged payout of pension (submissions for death, termination, resignation) Help with HR duties where needed

Working period **nuo 2014.11 iki 2016.07**

Company name Kia Motors

You were working at: Debtors clerk

Occupation Debtors & Creditors clerk

What you did at this job position? General office work, Debtors & Creditors, Recon of 5 branches bank statements, Opening & closing of all orders Receipts and daily banking, Handling of Petty cash, ordering of stationery Petrol orders, Registration & license of vehicles Allocated of accounts and bank Monthly statements Internal/inter company orders & invoicing

Working period **nuo 2019.05 iki dabar**

Company name Azar Accountants

You were working at: Data capturers

Occupation Admin Clerk

What you did at this job position? Capture of data/bank statements E-Filing Management Packs TB

Working period **nuo 2016.08 iki 2018.05**  
 Company name Nexus IP Solutions  
 You were working at: Manager  
 Occupation Account Manager  
 What you did at this job position? General Admin secretary / Account manager Invoicing Order of stock Sales Debtors & Creditors Handling of customers Quotes Marketing Recon of bank statements In book of items for repairs

**Education**

Educational period **nuo 1996.01 iki 2000.12**  
 Degree Grade 12 / Matric  
 Educational institution Jim Fouche High School  
 Educational qualification Matric

**Languages**

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

**Computer knowledge**

Windows, Excel, Microsoft Office  
 Microsoft Outlook,  
 Legal Suite, Omni  
 Automate  
 Sage One Accounting  
 Sage Pastel Accounting  
 E-Filing  
 CPI Payroll  
 Old Mutual Provident Fund/Pension

**Recommendations**

Contact person	Evert Grobbelaar
Occupation	Director
Company	SHE Group
Telephone number	083 417 8683
Contact person	Barry Burger
Occupation	DP
Company	Kia Motors
Telephone number	057 355 3620

**Additional information**

Driver licenses	None
Salary you wish	16000 R per month
How much do you earn now	14500 R per month