



# Portia Radebe

Curriculum Vitae (CV)

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

I am looking for bookkeeper,administration clerk,accounts clerk,Debtors and creditors clerk,Receptionist,procurement clerk.

I can capture requisition on SAP

Purchase orders and receipting.

Suppliers liaising for statements and invoices.

Month end accruals and journals.

Running of trading review and trial balance.

Daily banking and cash uploads to banking.

Balance sheet recon.

Daily Revenue and shaka.

Controlling of Petty cash.

Assisting Financial Manager with ad hock tasks.

Preferred occupation                      Debotors clerk  
Finance jobs

Preferred work location                      Witbank  
Mpumalanga

## Contacts and general information about me

Day of birth                                      1994-09-15 (30 years old)

Gender    Female

Residential location                              East Rand  
Gauteng

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

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

## Additional information

Salary you wish                                      0.00 R per month

How much do you earn now                      0.00 R per month