



Nadia Brits

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a highly competent office administrative assistant, I would bring a resourceful, flexible, and hardworking attitude to a company

I have several years of experience in a variety of fields including administration and finance

In addition to my extensive office experience, I have strong communication, customer service, and administrative skills. My broad background makes me an excellent candidate for a admin position

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Gender	Female
Residential location	West 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 2008.03 iki 2008.10
Company name	Massyn Moves
You were working at:	Administrators
Occupation	Clerk
What you did at this job position?	Removal Inquiries, Client Confirmation, Management Reports, Switchboard Fleet Control, Reconciliation, Filing, General office work, Data Capturing.

Working period **nuo 2008.11 iki 2009.02**
Company name Harmony Office Park
You were working at: Filing clerk
Occupation Filing Clerk
What you did at this job position? Filing, General Office Work

Working period **nuo 2009.04 iki 2009.08**
Company name ABSA Florida
You were working at: Data capturers
Occupation Data Capturer
What you did at this job position? Working on SAP, Data Capturing, Working on MS Word, Excel and Outlook

Working period **nuo 2009.10 iki 2011.07**
Company name Motions
You were working at: Restaurant managers
Occupation Admin Manager
What you did at this job position? Data Capturing, Downloading information via internet, Filing, Switchboard, Daily Cash - ups, Stock Control, Cash Book, Month End reconciliation, Arrange promotions and live entertainment

Working period **nuo 2014.06 iki 2014.08**
Company name Vodacom, Vredenburg, Cape Town
You were working at: Sales representative
Occupation Sales / Ambassoder
What you did at this job position? Greeting and Welcoming Clients, Assisting with sales

Working period **nuo 2014.07 iki 2014.09**
Company name Oasis youth centre & Karmel Christian Church
You were working at: Other jobs
Occupation Youth Leader & Counselling Assistant
What you did at this job position? working with youth, Assisting with counseling

Working period	nuo 2017.05 iki 2019.09
Company name	Collectmed
You were working at:	Accountants
Occupation	Admin Manager
What you did at this job position?	Managing Doctor's accounts, Data Capturing, Receipting medical aid and patient payments, Operating GoodX accounting system, Dealing with account handovers, Liaising with Lexmed and Colmed, Balancing and auditing accounts, Training new employees, Working on workmans compensation website, Maintaining Statistics, Refunds, Queries, Filing, Assisting with switchboard ,Assisting with billing, General admin duties

Education

Educational period	nuo 2007.02 iki 2007.12
Degree	Grade 12 / Matric
Educational institution	Westcol College
Educational qualification	N3 National Senior Certificate
I could work	Business English, Sake Afrikaans, Information Processing, Computer Practice, Office Practice, Secretarial Catering

Educational period	nuo 2008.01 iki 2008.06
Degree	Certificate
Educational institution	Westcol College
Educational qualification	N4 Management Assistant
I could work	Information Processing and Computer Practice

Educational period	nuo 2008.07 iki 2008.11
Degree	Certificate
Educational institution	Westcol College
Educational qualification	N5 Legal Secretary
I could work	Computer Practice

Educational period	nuo 2013.02 iki 2013.11
Degree	Certificate
Educational institution	Christ For Life
Educational qualification	Counseling
I could work	Counseling, Communication, Life skills, Travelling throughout South Africa, Teaching Religion at schools, Fund Raising, Bible Studies, Working with youth

Languages

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

Afrikaans

fluent

fluent

fluent

Computer knowledge

MS Word

Ms Excel

Outlook

PowerPoint

GoodX accounting system

SAP

Typing

Analytics

Social media

Microsoft Office

Spreadsheets

Email communication

Data visualization

Data Capturing

Reports

Reconciliations

Recommendations

Contact person

Elmarie Erasmus

Occupation

Admin Manger

Company

Massyn Moves

Telephone number

0116921755

Contact person

Samanthea

Occupation

CEO

Company

Motions

Telephone number

0761022069

Email address

motions.trans1@gmail.com

Contact person

Manie Reyners

Occupation

CEO

Company

Oasis Youth Centre

Telephone number

0829404540

Contact person	Dave Cimma
Occupation	HR Manager
Company	Collectmed
Telephone number	0117641552 / 3 / 4
Email address	hr@collectmed.co.za

Additional information

Your hobbies	Solving puzzle games Reading and books and articles Drawing, sketching and painting Cooking and baking Travelling Social Media Computing Mentoring Socializing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2008-00-00 (16 years)
Salary you wish	9000 R per month
How much do you earn now	9550 R per month