



# Lindie Van Der Merwe

Curriculum Vitae (CV)

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

I am hard working and a quick learner. I have experience as an Office Administrator and Payroll Clerk.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1984-04-30 (40 years old)
Gender	Female
Residential location	East Rand 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 2011.11 iki dabar</b>
Company name	Quality Connect Staffing
You were working at:	Administrators
Occupation	Payroll and Office Administrator
What you did at this job position?	Payroll, General Admin, petty cash, payment of suppliers, credit control, invoicing and statement, loading of salaries and wages manually in the bank, releasing / authorizing of salaries and wages

## Education

Educational period	<b>nuo 2002.01 iki 2002.12</b>
Degree	Grade 12 / Matric
Educational institution	Hoerskool Jeugland
Educational qualification	Grade 12

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

#### **Computer knowledge**

Word, Excel, Outlook, QuickBooks, VIP

#### **Additional information**

Salary you wish	18 500 CTC R per month
How much do you earn now	18 500 CTC R per month