



Marcia Mclean

Curriculum Vitae (CV)

What job i'm looking for? My positive points

NB i know due to the pandemic you guys are for reliable people and i do have reliable transport for any position you give me . With that being said :

Hi good day I recently completed a NQF 5 in generic management through bank seta i passed waiting for my certificate to be signed off . I did my practical at KND finance where I learned so much doing admin work answering phone calls calling over due clients doing payouts as well as assisting people at the ATM I work on a system called pro loan. I delt with a lot of loan contracts depending on the clients that came in . I did data capturing when new client came in or they had to update their profile work hand in hand with the trader so all the overdues I had to forward to him. In this time i also casual for my family's company called trinity catering suppliers where i did daily sheets daily sales also work with invoicing purchasing orders and help customers also did their payslips and uif payments . I am a very friendly person fast learner and can work well under pressure.

In trinity which is actually our family business i do whole bunch of work answering phone calls printing out work sheets filling timelines, filling documents and scanning document capturing workers ours giving a daily summary report. Then i do daily sales . As well as daily payment , handle with invoicing. Purchase orders i also keep track of wages and do payslips . I also help customers and if lack off staff i fill in where is needed or required of me i also do payouts to suppliers.

I hope my educational background as well as my practical experience will make you consider my application and hope to hear from you soon .

Kind regards

Marcia McLean

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Uitenhage
Eastern Cape

Contacts and general information about me

Day of birth	1994-08-26 (30 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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

Additional information

Salary you wish	15000 R per month
How much do you earn now	3000 R per month