



Saiesha Bachu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good understanding of internal audit policies, procedures and processes.

Able to understand compliance procedures.

Preferred occupation Administrators
 Computer literacy Administrative jobs
 Proficient Microsoft skills including MS Word, Excel and PowerPoint.
 Preferred work location Newcastle
 Proficient Pastel accounting skills. KwaZulu-Natal

Contacts and general information about me

Code 08 drivers license
 Day of birth 1994-09-11 (29 years old)
 Gender Female
 General skills, abilities and competencies:
 Residential location Newcastle
 Proficient in administrative skills like filing and typing.
 Able to form good, clear, stable and long lasting relationships with people.
 Telephone number *Information is available only for registered users.*
 Excellent written and verbal communication skills. [Sign in](#)
 Email address *Information is available only for registered users.*
 Methodical, systematic and good planning and organisational skills. [Sign in](#)
 Honest, objective, practical, efficient and economical.

Additional information

Able to manage time and workloads to ensure that deadlines and targets are met.
 Salary you wish 5000 R per month
 Salary you wish activated.
 Strategic and proactive thinker.
 Approachable personality.
 Analytical and Problem-solving skills.
 Resilient, able to work well under pressure.
 Concise, rational and practical communicator.
 Good team worker.
 Ability to think innovatively.
 Excellent attention to detail.
 Clerical duties such as filing, photocopying, data capturing.
 Resourceful and pro-active.
 Financial (business) acumen - Interpreting and applying understanding of key financial indicators to make better business decisions.
 Business insight - Applying knowledge of business and the marketplace.
 Able to perform all bookkeeping and accounting functions.
 Good understanding of marketing and business management functions.