



# Nadia Herzig

Curriculum Vitae (CV)

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

### Office Administration

I see myself as a dedicated, dynamic, hardworking individual with a wealthy appreciation for life. My biggest motivation in life is to be successful in what I set out to accomplish. I enjoy working on new challenges, part of a team & or alone. I m always willing and eager to learn new challenges. I am proficient and efficient in assessing

Interpersonal Communication Team player, Adaptability, Fast learner, Creative People orientated, Basic Administrative knowledge, Strong working

### Preferred occupation

Administrators

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Switchboard operator

Administrative jobs

### Preferred work location

Johannesburg

Gauteng

East Rand

Gauteng

## Contacts and general information about me

Day of birth

1985-12-22 (38 years old)

Gender

Female

Residential location

Johannesburg

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2012.01 iki 2013.02**  
 Company name A & G Fasteners  
 You were working at: Accountants  
 Occupation Creditors Clerk  
 What you did at this job position? Processing of invoices on system Querying invoices Balancing Cash Book Debtors & Creditors Control of accounts - balance of purchase journal & cash book Make out payments record to be signed off after balancing CR cash book Hand written remittance advice for accounts not on system Issuing cheque's Relieving of Debtors Clerk Depositing daily payments Posting of payments Receptionist General admin duties Filing Overseas enquiries Debtors Clerk for A & G Plating Invoicing customers on Pastel Running statements on monthly Calling customers for outstanding payments

Working period **nuo 2011.10 iki 2012.01**  
 Company name Stallion Security  
 You were working at: Accountants  
 Occupation Invoice Clerk  
 What you did at this job position? Monthly printing of invoices Loading contracts on Guardian, capturing on Pastel & Listener. Capturing credit notes on Excel Filing

Working period **nuo 2011.07 iki 2011.07**  
 Company name Milpark Business School  
 You were working at: Accountants  
 Occupation Debtors Clerk  
 What you did at this job position? Calling students on a daily basis for payments Reconcile bank statement to Pastel and capturing on excel Issuing and mailing default letters to students for outstanding payments Filing

Company name A & G Fasteners  
 You were working at: Accountants  
 Occupation Creditors Clerk  
 What you did at this job position? Processing of invoices on system Querying invoices Balancing Cash Book Debtors & Creditors Control of accounts - balance of purchase journal & cash book Make out payments record to be signed off after balancing CR cash book Hand written remittance advice for accounts not on system Issuing cheque's Relieving of Debtors Clerk Depositing daily payments Posting of payments Receptionist General admin duties Filing Overseas enquiries

**Education**

Educational period **nuo 1999.01 iki 2005.08**  
 Degree Grade 12 / Matric  
 Educational institution C. J. B Secondary  
 Educational qualification Senior Certificate

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	basic	basic	basic

**Computer knowledge**

Computer: Microsoft Office, Word, Excel HTML Social Media  
Windows

**Recommendations**

Contact person	Moosa Seedat
Occupation	Management
Company	A & G Fasteners
Telephone number	0114938690
Contact person	Angelique
Occupation	Management
Company	Stallion Security
Telephone number	0115338888
Contact person	Sharon
Occupation	Accounts
Company	Milpark Business School
Telephone number	0117184000
Contact person	Moosa Seedat
Occupation	Management
Company	A & G Fasteners
Telephone number	0114938690

**Additional information**

Your hobbies	Photography Cooking Baking
Driver licenses	None
Salary you wish	8000 R per month