



Margaret Scheepers

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a position in the administration /Accounts or Receptionist field.

I am loyal, honest, reliable, friendly, organized, accurate, time driven.

I get along easy with fellow workers.

I believe in going that extra mile.

Always having a positive mindset.

Preferred occupation	Administrators
	Administrative jobs
	Receptionists
	Hotel jobs
	Debtors clerk
	Finance jobs
	Office administrator
	Retail, store jobs
Preferred work location	Port Elizabeth
	Eastern Cape

Contacts and general information about me

Day of birth	1974-03-15 (51 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

Work experience

Working period	nuo 2017.11 iki 2020.07
Company name	Marine Training and Consulting
You were working at:	Administrators
Occupation	Receptionist/Accounts/Admin Clerk
What you did at this job position?	Answered phone, sales, debtors&creditors, invoicing on pastel, stock take, cashing up, scheduling of courses, receiving cash payments and credit card payment transactions, cash book entries, Reconciling accounts, bank reconciliation
Working period	nuo 2006.05 iki 2009.02
Company name	Bluecrane Meat Trust
You were working at:	Debtors clerk
Occupation	Debtors & Invoicing Clerk / Receptionist
What you did at this job position?	Debtors control on Pastel, invoicing and statements, processing orders from sales rep, petty cash, Reconciling accounts, following up on overdue accounts, handling of queries, filing, answering phone

Education

Educational period	nuo 1987.01 iki 1991.12
Degree	Grade 12 / Matric
Educational institution	Commercial High School
Educational qualification	Matric
Educational period	nuo 2012.10 iki 2012.12
Degree	Certificate
Educational institution	Varsity college
Educational qualification	Pastel Accounting Certificate(With distinction)
Educational period	nuo 2014.04 iki 2014.04
Degree	Certificate
Educational institution	New Era
Educational qualification	MS WORD/EXCEL 2007/2010 BASIC LEVEL

Languages

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

Computer knowledge

MS Word/Excel

Pastel

Recommendations

Microsoft outlook
Contact person

Peter Deyzel

Occupation

Office Administrator/Receptionist

Company

Marine Training and Consulting

Telephone number

061 076 4113

Contact person

Edgar Rathbone

Occupation

Debtors & Invoicing Clerk/Receptionist

Company

Bluecrane Meat Trust

Telephone number

083 654 5035

Additional information

Your hobbies

I enjoy cooking, walks along the beach.
Watching series.

Driver licenses

None

Salary you wish

R8000 R per month