



Theresa Dawn Strauch

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have been in the client services / admin / junior bookkeeper position for more than 10 years. I am able to interact with people either via email, telephone, fax and/or in writing. I performed my duties by utilizing Pastel V14 to process my invoices, payments, quotations and bank recons. (no bookkeeping degree). I captured monthly account statements on excel and emailed to clients. Letters were prepared on MS Word. I am hard-working, loyal, prompt and honest.

Preferred occupation	Receptionist
	Administrative jobs
	Data capturers
	Administrative jobs
Preferred work location	Northern Suburbs
	Western Cape

Contacts and general information about me

Day of birth	1965-07-04 (60 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	R12000 R per month
-----------------	--------------------