



# Princess Moloi

Curriculum Vitae (CV)

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

Invoice processing, payments and reconciliations

Receive and verify invoices and all relevant documentation to process payments for creditors

Follow up on all missing documentation

Ensure that payments have been authorized according to the required financial procedures

Perform the day to day processing of accounts payable transactions according to the relevant accounting system for payment authorization

Validate, approve and post invoices

Prepare the files for payment run

Ensure suppliers are paid on predetermined terms

Monitor accounts to ensure that payments are up to date

Forward transfer proofs, cheques and receipts to suppliers

Attend to queries from suppliers.

Complete monthly reconciliations of creditors accounts to supplier statements

Maintain a current and accurate filing system for the creditors function

Assist with general administration and financial duties.im enthusiastic hard worker self starter accountable worker deadline orientated .

Preferred occupation                      Accounts payable clerk  
Finance jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1976-03-06 (49 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.*  
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## Additional information

Salary you wish	25000 R per month
How much do you earn now	30000 R per month