



Kim Baker

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have extensive experience in a variety of fields including, Bookkeeping, Office Management, Accounts Payable, Personal Assistant, Typist, Pension/Provident Fund Administrator.

I am a reliable and very experienced Office Manager who is capable of wearing many hats and juggling multiple priorities simultaneously. I am a high calibre person who is keen to become an integral part of a growing business, and is more than able to play a vital role in the overall performance and success of any office. As a level headed person I am able to think and respond quickly to any given situation and can be relied upon to demonstrate a high degree of common sense when under pressure.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
 Gauteng

East Rand
Gauteng

Sedibeng
Gauteng

Contacts and general information about me

Day of birth 1965-09-18 (60 years old)

Gender Female

Residential location WALKERVILLE
 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 2016.05 iki 2021.03**

Company name Primetank

You were working at: Bookkeeper

Occupation Bookkeeper/Office Manager/Accounts Payable

What you did at this job position? ☐ Payment of Statutory returns ☐ Payments on Standard Bank domestic and international system ☐ Creditors ☐ Bookkeeping – books to trial balance ☐ Pastel Accounting ☐ Quarterly payments of Primetank rentals and sales ☐ Banking ☐ Month end reconciliations ☐ Payroll preparation ☐ Various office duties

Working period **nuo 2005.06 iki 2016.04**

Company name Glassock & Associates

You were working at: Insurance administrator

Occupation Pension/Provident Fund Administrator

What you did at this job position? ☐ Reconciling monies received and updating payment schedules as necessary. ☐ Generating and submitting requisitions for payment of risk benefits and administration fees. ☐ Administering payment of risk benefits to companies. ☐ Resolving any queries and efficiently managing all correspondence from various fund members, as well as the Financial Services Board and SARS. ☐ Handling all withdrawals, death and disability claims submitted by members of pension / provident funds. ☐ Administering transfers of pension/provident funds. ☐ Organising and submitting relevant documentation to obtain tax clearance from SARS. ☐ Compiling Quarterly Asset Allocation Reports [SARB] for use by senior staff members.

Working period **nuo 2004.04 iki 2005.05**

Company name Estate Agent Affairs Board

You were working at: Administrators

Occupation Legal Typist

What you did at this job position? ☐ Typed up legal documentation, correspondence and dictation, as called upon to do so. ☐ Attended meetings and took minutes, collated minutes into a single typed document.

Education

Educational period **nuo 1979.01 iki 1983.12**

Degree Grade 12 / Matric

Educational institution General Smuts High School

Educational qualification Matric

Educational period **nuo 1984.01 iki 1984.06**

Degree Diploma

Educational institution Drake Secretarial College

Educational qualification Secretarial Diploma

Languages

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

Computer knowledge

Microsoft Excel, Word and Powerpoint

Pastel Payroll

Pastel Accounting

Microsoft Outlook

Additional information

Your hobbies	Reading Doing jigsaws
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1986-04-00 (39 years)
Salary you wish	25000 R per month
How much do you earn now	36100 R per month