



What you did at this job position? phoning and making appointment for sales reps

Working period **nuo 2019.11 iki 2020.10**
 Company name madhlopa and thenga
 You were working at: Debtors clerk
 Occupation query clerk
 What you did at this job position? Answer and direct phone calls Carry out administrative duties such as filing, typing, copying, binding, scanning etc. Provide general support to visitors Provide information by answering queries and requests Prepare and monitor statements and payments for company Minute of Meetings - City of Johannesburg

Working period **nuo 2014.03 iki 2014.10**
 Company name cir property sulotions
 You were working at: Debtors clerk
 Occupation admin clerk
 What you did at this job position? Answering and directing phone calls to relevant staff Taking notes and minutes in meetings Develop and maintain a filing system Provide general support to visitors and information by answering questions and requests Generate statements an payments

Working period **nuo 2011.03 iki 2013.11**
 Company name t s legal services
 You were working at: Administrators
 Occupation admin clerk
 What you did at this job position? Doing administrative and clerical tasks (such as scanning or printing) Answering phone calls and taking messages Recording meeting minutes Responsible for statements and payments

Working period **nuo 2010.08 iki 2011.03**
 Company name krb law
 You were working at: Administrators
 Occupation admin clerk
 What you did at this job position? Management of Deceased and Liquidations Clearance figures Assists with administrative support including solving of queries

Education

Educational period **nuo 2000.01 iki 2005.12**
 Degree Grade 12 / Matric
 Educational institution protea school
 Educational qualification grade 12
 I could work grade 12

Languages

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

Computer knowledge

Microsoft Office Suite
SAP, Venus, Voyager, Tallyman
and Morpheus

Conferences, seminars

none

Additional information

Your hobbies	arts and crafts
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	8000 R per month