



Tracy Donnelly

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a reception/admin/creditors/data capture position.

I am hard working, reliable and not afraid to roll up my sleeves and help in any department that needs help. I am dedicated to my work and not afraid to ask for more task if it will help my colleagues/ company to move forward and be productive at the end. I will always put 150% of myself into my position. I am a quick learner on new system and not afraid to learn or suggest quicker ways of meeting deadlines should the issue arise.

Preferred occupation	Accountants Finance jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1971-03-15 (54 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2007.09 iki 2021.01
Company name	Tourvest Destination Retail
You were working at:	Accountants
Occupation	Creditors
What you did at this job position?	Creditors Manager

Education

Educational period	nuo 1993.04 iki 2007.03
Degree	Grade 11
Educational institution	Newlands East Senior Secondary
Educational qualification	Grade 11
I could work	In any admin position given a chance

Languages

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

Computer knowledge

Windows, Mircosoft Office, DMK accounting, Sage Enterprise Management, Adobe,

Recommendations

Contact person	Charmaine Stoltz
Occupation	HR Manager
Company	Tourvest Destination Retail
Telephone number	0823423238
Contact person	Mano Pillay
Occupation	Payroll Administrator
Company	Tourvest Destination Retail
Telephone number	0827755897

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (7 years)
Salary you wish	10000 R per month
How much do you earn now	19000 R per month