



Sue Ann Carrollisen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for anything from Cashier to Administrator.

My Skills are as follows:

1. Processing all Journals
2. Bank Reconciliation
3. Payroll
4. Allocations
5. Debtors Clerk
6. Creditors Clerk
7. Processing Data for 3 different Stores
8. Income and Expenditure Management

Sales, cash-ups and basic administrative duties such as filing, answering the switchboard and answering

e-mails. Also drawing up of remittance advise and placing supplier orders

1. Attend to all Filing
2. Answering Emails, Telephones and Messages
3. Capturing of all Data
4. Microsoft Excel
5. Gen- X system
6. .Sage
7. Smart-It
8. Be responsible for Stock Orders and Deliveries
9. Be Responsible for Balancing of al Cash-Ups
10. Customer Payment Capturing and following up
11. Balance all Debtors and Creditors Journals

Preferred occupation

ADMINISTRATIVE CLERK
General jobs

Preferred work location

Cape Town
Western Cape

Contacts and general information about me

Day of birth

1983-04-04 (42 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

9000 R per month