



Savera Singh

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Processing payroll approx100 employees on a monthly basis for about 17 years

Processed weekly wages for about 20 years for about 800 employees

Reconciled PAYE, UIF & SDL and processed payments via efilings.

Reconciled and Processed all other statutory payments ie. medical aid, loans/ garnishees

Leave record keeping

Filing

Marketing the company

Sourcing of tenders, prepare and submit all documents relating to the tenders

Completed all procurement documents

Handled all tenders awarded from orders to invoicing till completion of contract

POSITIVE POINTS

Worked on integrity software, qpac, qpc

Computer literate- excell, word

Received a chairman's award for outstanding achievement

Responsible

Hardworking

Preferred occupation Administrative jobs

Preferred work location Honeydew Randburg
Gauteng

Contacts and general information about me

Day of birth 1962-02-12 (63 years old)

Residential location Honeydew randburg
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 1999.02 iki 2017.07
Company name	Voltsing Electrical Pty Ltd
You were working at:	Setter
Occupation	Payroll and Tenders
What you did at this job position?	Processing payroll approx100 employees on a monthly basis for about 17 years Processed weekly wages for about 20 years for about 800 employees Reconciled PAYE, UIF & SDL and processed payments via efilng. Reconciled and Processed all other statutory payments ie. medical aid, loans/ garnishees Leave record keeping Filing Marketing the company Sourcing of tenders, prepare and submit all documents relating to the tenders Completed all procurement documents Handled all tenders awarded from orders to invoicing till completion of contract POSITIVE POINTS Worked on integrity software, qpac, qpc Computer literate- excell, word Received a chairman's Responsible Hardworking

Working period

nuo 1979.02 iki 1999.02

Company name

Voltex manufacturing

You were working at:

Marketer

Occupation

Payroll Manager

What you did at this job position?

Processing payroll approx100 employees on a monthly basis for about 17 years Processed weekly wages for about 20 years for about 800 employees Reconciled PAYE, UIF & SDL and processed payments via efilng. Reconciled and Processed all other statutory payments ie. medical aid, loans/ garnishees Leave record keeping Filing Marketing the company Sourcing of tenders, prepare and submit all documents relating to the tenders Completed all procurement documents Handled all tenders awarded from orders to invoicing till completion of contract POSITIVE POINTS Worked on integrity software, qpac, qpc Computer literate- excell, word Received a chairman's award for outstanding achievement Responsible Hardworking

Education

Educational institution

MH Joosub Tech High

Educational qualification

Std 9

Educational institution

RAU

Educational qualification

Personnel Management

I could work

Yes

Languages

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

Computer knowledge

Word
Excell
Integrity software
Qpac / Qpc

Additional information

Your hobbies	Reading Walking Cooking & baking
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1986-01-00 (40 years)
Salary you wish	R15000 R per month
How much do you earn now	Na R per month