



# Jason Wasserman

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administrative Assistant @ TTT Tax Services (2016 - Present)

- Individual income tax submissions.
- Provisional tax submissions.
- Tax payer & eFiling registration
- Substantiating document/information processing and submission (Travel Logbooks, Expense reports etc.)
- Client correspondence, invoicing, debt management.
- SARS correspondence/deliberation on behalf of client & Audit tracking
- Company documentation/worksheet templates, advertisements, key-art/logo/letterhead creation & design.
- Designated company correspondent to a servicing out-sourced app development company, Riivo. (User query/fault report compiling and deliberation).
- Microsoft Outlook email account set-up and maintenance.
- General Office IT management.

Skills:

- Self-taught and honed in Microsoft Word (Letter/email drafting, template design and creation) Excel (templatecreation, Function implementation and formatting), PowerPoint (Layout & creative design), Adobe Acrobat Pro XI(PDF document creation & editing).
- Self-taught and honed in General IT solutions (Office work-station setup, Software installation/removal, virusprotection, Program navigation, general problem troubleshooting and repair). Knowledgeable in Windows XP,Vista, 7, 8, 8.1 & 10 operating systems.
- Natural affinity & interest for the English language with extensive vocabulary.
- Natural affinity for creative design (visual/conceptual) with special focus on attention to detail.
- Natural Affinity & Interest for innovative problem-solving in a general & business context.
- Always seeking to learn, work smarter & improve, Self-manageable & Motivated.

Preferred occupation

Administrators  
Administrative jobs

Data capturers  
Administrative jobs

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|-------------------------|------------------------------|
| Preferred work location | Durban City<br>KwaZulu-Natal |
|-------------------------|------------------------------|

#### Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1995-08-22 (30 years old)   |
| Gender               | Male  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 12000 R per month |
| How much do you earn now | 9000 R per month  |