



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

Preferred work location	Durban City KwaZulu-Natal
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Contacts and general information about me

Day of birth	1995-08-22 (28 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
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

Additional information

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