



# Nolean Kirsten

Curriculum Vitae (CV)

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

Secondhand Pawn shop • Self Employed • Reason for leaving: Due to financial constraints I had to close the shop.

2016 to 2018

Administration Clerk • Village Walk Retirement Village • Duties: Managed the reconciliations of the Petty cash, Electricity and Water meter readings. Compiled the Monthly information pamphlet for the residents for the upcoming events. Assisted the General Manager where help was needed. Assisted residents with paying for their electricity, phone, levy and renting bills as well as any other queries and needs they had. Welcomed visitors and assisted with their queries.

Reason for leaving: Was retrenched.

2019 to 2022

Been doing temp work: DR Electrical, CSI Fourways Mall (Helped with starting up the reports regarding the Ticket machines for customers visiting the mall going through the security beams to the parking areas as well as all documentation regarding the tenants in the mall using the parking. Did the recons of all the monies collected from the Paying stations for the parking), EPG Security Services.

Currently I am temping at Glen Marais Swim School as an administrator and driver.

(I am helping in the office with administration and handling queries with the business and parents. I pick-up the kids for their swimming lessons from their schools and take them back after lessons) I do have a PDP license.

Ref: Ann Eybers – 082-601-1669

Preferred occupation	Administrators
	Administrative jobs
	Debtors clerk
	Finance jobs
	Creditors Clerk
	Finance jobs
Preferred work location	East Rand
	Gauteng

### Contacts and general information about me

Day of birth	1975-11-14 (50 years old)
Gender	Male
Residential location	East Rand
	Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>

I take pride in my work, and I am always eager to take on new challenges as I am a fast learner. I

strive to be a perfectionist in all that I do. I believe in being straight forward and honest as

Email address

*Information is available only for registered users.*

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### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### Computer knowledge

Microsoft packages: Word; Excel; Access; Power Point; Outlook

Pastel Accounting; Quick Books; Sage. I can do research on internet and learn new programs very fast.

### Additional information

Driver licenses	B Light Vehicle $\leq$ 3,500kg, EB Articulated Light Vehicle $\leq$ 3,500kg
Salary you wish	12000 - 15000 R per month
How much do you earn now	10000 R per month