



Susan Senekal

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Diligent and detail-oriented Credit Clerk with 5 years of experience in managing credit accounts, reviewing applications, and processing payments. Strong analytical skills and a proven track record of maintaining accurate financial records.

Skilled and detail-oriented Legal Secretary with experience in providing administrative support to law firms. Knowledge of legal terminology and procedures, organizational and communication skills, and ability to perform well under pressure.

Preferred occupation	Personal assistant
	Administrative jobs
	Collections paralegal
	Law, legal jobs
	Debtors clerk
	Administrative jobs
	Debt collector
Preferred work location	Administrative jobs
	Filing clerk
	Administrative jobs
	Data capturers
	Administrative jobs
	Receptionist
	Administrative jobs
Preferred work location	Welkom
	Free State
Preferred work location	Virginia
	Free State

Contacts and general information about me

Day of birth	1977-05-27 (46 years old)
Gender	Female
Residential location	Bethlehem
	Free State
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 2017.03 iki 2022.09
Company name	Oos Vrystaat Kaap Bedryf Beperk
You were working at:	Finance officer
Occupation	Credit Clerk
What you did at this job position?	Managed credit application process and analyzed financial statements to determine creditworthiness. Monitored customer accounts for overdue payments and implemented collection strategies.
Working period	nuo 2023.09 iki 2023.12
Company name	JP Niemann Attorneys
You were working at:	Lawyers
Occupation	Legal Secretary
What you did at this job position?	Preparing of legal documents, managing calendars, and organizing case files. Knowledge of legal terminology, court procedures, and legal research techniques.

Education

Educational period	nuo 1991.01 iki 1995.12
Degree	Grade 12 / Matric
Educational institution	High School Witteberg Bethlehem
Educational qualification	Grade 12

Languages

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

Computer knowledge

Lotes 123

Sage Pastel Accounting

AS400 stelsel

Fica en Popi

AJS

Sage Pastel Accounting training

Recommendations

MS Excel Level 2	
Contact person	Gerda Potgieter
AML and FICA online courses.	
Occupation	Credit Manager
Popi Act online course.	
Company	Oos Vrystaat Kaap Bedryf Beperk
Microsoft Word	
Telephone number	063 792 5694
Microsoft Exel	
Microsoft Outlook	
Contact person	Marezanne Niemann
Google Chrome	
Occupation	HR
Legal Suite	
Company	JP Niemann Attorneys
Telephone number	082 463 6731

Additional information

Your hobbies	<ul style="list-style-type: none"> • Camping • Crochet • Dance • Reading
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2003-04-00 (21 years)
Salary you wish	10000 R per month
How much do you earn now	NA R per month