



Emmery Helmstedt

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- ☐ Making out orders
- ☐ Checking of Stock
- ☐ Dealing with all HR related queries; Hiring of new staff; complaints from employees & payslips
- ☐ Making & Processing of purchase orders
- ☐ Dealing with SBV / Fidelity Cash Solutions
- ☐ Making out large amounts of Deposits
- ☐ Doing Daily cash up
- ☐ Helping with sales; and giving discounted prices to customers
- ☐ Seeing to customers complaints in store & telephonically
- ☐ Keeping record of production log sheets on a daily basis
- ☐ Keeping track of what goes in and out of the business account on a daily basis
- ☐ Dealing with suppliers
- ☐ Regular phone calls to Debtors
- ☐ Monitoring and keeping track of Vehicle log sheets
- ☐ Making out credit notes
- ☐ Keeping track and ordering of Back Orders
- ☐ Posting all credit and debit cards; daily deposits; daily cash ups and also wages and other expenses on Pastel Sage evolution
- ☐ In charge of making sure that all Standard Bank & FNB transactions are balancing to pastel sage evolution
- ☐ Making sure filing is up to date on a daily basis
- ☐ Making sure my physical and excel cashbook is up to date daily
- ☐ Meeting deadlines; for reports
- ☐ Ensuring business is running smoothly by keeping customers and staff happy
- ☐ Working directly with head office on a daily basis
- ☐ Dealing with picking slips

For any references

Fiona Smit

078 172 2037

Preferred occupation	Administrators Administrative jobs
Preferred work location	North West

Contacts and general information about me

Day of birth	1992-11-17 (31 years old)
Gender	Male
Residential location	Rustenburg North West
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	11000 R per month
How much do you earn now	9500 R per month