



Melissa De Klerk

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Submitting all the relevant documentation to SARS for the VAT
- Minutes of Meetings – Payroll and HR
- Internet Research

Preferred occupation
Melissa de Klerk – Payroll Specialist/Bookkeeper

Finance officer
Finance jobs

Preferred work location
Pretoria / Tshwane

I have 8 years Executive Payroll experience in the Finance, Waste, Hospitality and Construction

Sector. In my most recent position, I am currently working for the Group Chief Executive Officer and

Contacts and general information about me

Group Financial Officer of a well-known Investment Company, which we also have businesses in the

Day of birth
1984-10-03 (41 years old)

Hospitality Sector.

Gender
Female

I handle sensitive and confidential information with the utmost discretion and Confidentiality.

Residential location
Pretoria / Tshwane

Gauteng

My skills include:

Telephone number

Information is available only for registered users.

- Fully Computer Literate – Microsoft Office, Word, Excel, Power Point, Pastel, Sage Premier Payroll,

Email address

Pastel Payroll and Sage Business Professional Cloud Payroll.

Sign in

- Work well under pressure and have good time management skills

Additional information

Excellent problem-solving skills

Salary you wish
30000.00 R per month

How much do you earn now
25000.00 R per month

Good command of the English language, able to communicate at Executive Level

My experience from current work environments:

- Data Capturing – Hours for Salaries to be processed onto Excel sheet for import
- Import the Excel/CSV file into Sage Payroll, after the approval from the Group Chief Financial Officer
- Exporting the payroll to Sage Pay for final payment of Salaries
- Exporting the UIF Declaration file from payroll and submit to UIF to keep U-Filling up to date monthly
- Updating the U-Filling Profile monthly with changes
- Exporting the EMP201 file and submitting to SARS monthly for the PAYE, UIF, SDL
- Submitting the EMP501 files for the IRP5 Certificates
- Solving any salary disputes or queries Employees might have before the 7th of the month
- Submitting the Return of Earnings on a 6-month basis for the Workman's Compensation
- Data Capturing on Pastel for monthly VAT submissions