



Susan Martin

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Admin/ Creditors/ Debtors/ Accounts/ Import Clerk or Data Caoturing or Personal Assistant vacant positions.

I am very passionate about work that must be in order at al times ready and easy to access or share with management. Data base must at all times be accurate and up to date.

Passionate about working with numbers. Every calculation must be correct and countings must balance it is of utmost importance.

Love working with people on different levels it never intimidates me at all.

Looking forward to receive a suitable position in the Gauteng Pretoria or Johannesburg province if possible.

Kind regards,

Susan

Preferred occupation

Data capturers

Administrative jobs

Personal assistant

Administrative jobs

Creditors Clerk

Government jobs

Debotors clerk

Finance jobs

Office manager

Other jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Johannesburg

Gauteng

Contacts and general information about me

Day of birth 1976-11-21 (49 years old)

Gender Female

Residential location Eastern Cape

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 2013.01 iki 2014.01**
Company name Volkswagen South Africa
You were working at: Finance managers
Occupation N6 Business Management intern
What you did at this job position? Data Capturing, Auditing, Checking Import documentation, Ordering Office stationary locally

Working period **nuo 2014.02 iki 2015.08**
Company name Universal Powers
You were working at: Finance managers
Occupation Bookkeeper Junior
What you did at this job position? Bookkeeping upto Trial Balance, Credit Cards, Fleet Cards, Administration

Education

Educational period **nuo 2011.06 iki 2013.12**
Degree Certificate
Educational institution East Cape Midlands College Kariega
Educational qualification N6 Business Management

Languages

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

Computer knowledge

Omni Financial Program
PASTEL VERSION 11 - intermediate
MS WORD
MS OUTLOOK
MS EXCEL

Conferences, seminars

SARS zoom meetings

Local Clearing companies: JAS, KHUENE NAGEL, MEGA FREIGHT

Sit -in:

Recommendations

Contact person	Mrs Veshani Parther
Transport Companies zoom meetings	
Occupation	HR Manager
Company	Tramarco Trading International
Telephone number	041 922 9011

Contact person	Mrs Jackie Schmidt
Occupation	IRCC Controller
Company	Volkswagen South Africa
Telephone number	041 994 4048

Additional information

Your hobbies	Read Exercise Walk Cook Hairstyles Sewing
Driver licenses	None
Salary you wish	18000 R per month
How much do you earn now	7400 R per month