

# Cherie Watson

## Curriculum Vitae (CV)

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

I am a neat & tidy person. I pay particular attention to detail when doing my job, especially when dealing with figures. I have strong people skills with a friendly, open personality. I work well under pressure & have no problem with working extra hours when necessary.

Preferred occupation      Administrators  
                                    Administrative jobs

Preferred work location      East Rand  
Gauteng

## Lydenburg Mpumalanga

## Mbombela / Nelspruit Mpumalanga

## **Contacts and general information about me**

Day of birth 1963-04-27 (62 years old)

**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 2013.06 iki 2016.02**

Company name Unitrans Automotive

You were working at: Accountants

What you did at this job position? Taking over the running of the debtors, ensuring all documentation in order for sending with statements so accounts paid timeously. Running & sending of monthly statements. Handling of Age Analysis & chasing of payment accordingly. Receipting & posting off bank statements.

Working period	<b>nuo 2011.07 iki 2013.05</b>
Company name	Sereth Investments
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Handling of Debtors & certain Creditors Handling of Driver HR i.e. attendance register, leave, capturing of trips sheets & the turnaround of paper work involved in capturing of revenue & charges all relating to this. General office administration relating to running

### **Education**

Educational period	<b>nuo 1974.01 iki 1980.12</b>
Degree	Grade 12 / Matric
Educational institution	Mount Pleasant High School
Educational qualification	O Levels

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent

### **Computer knowledge**

Windows, OS,

### **Additional information**

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1982-01-00 (44 years)
Salary you wish	15000.00 R per month
How much do you earn now	14500.00 R per month