



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)
Gender	Female
Residential location	West Rand Gauteng
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

Work experience

Working period	nuo 2013.06 iki 2016.02
Company name	Unitrans Automotive
You were working at:	Accountants
Occupation	Debtors
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	nuo 2011.07 iki 2013.05
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	nuo 1974.01 iki 1980.12
Degree	Grade 12 / Matric
Educational institution	Mount Pleasant High School
Educational qualification	O Levels

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Windows, OS,

Additional information

Driver licenses	EB Articulated Light Vehicle \leq 3,500kg
Driver license from	1982-01-00 (43 years)
Salary you wish	15000.00 R per month
How much do you earn now	14500.00 R per month