



M Hoving

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking as well as goal driven person, willing to work long hours to complete a certain task. I do not mind to start from the bottom, working my way upwards. I have great experience in administration. Currently, I work for a company that manufactures potato and onion machine. My role as the receptionist/admin clerk, I perform the following duties:

- Assisting with the switchboard
- Administration: paper work, using Pastel Accounting Software to enter incoming invoices on the computer
- Sending of emails and faxes
- Assist clients via email or telephonically
- Filing of invoices, payments, doctors certificates
- Using A-Pay program in doing the weekly employees wages.
- Capturing data
- Working on MS Word and Excel

I hope to work for a company where I can perform the administrative and financial aspect of the company.

I prefer working in a structured environment as it gives me a good idea of what needs to be done and when. By prioritizing tasks and remain calm is how I handle pressure moments.

Preferred occupation	Administrators
	Administrative jobs
Preferred work location	Accounts Assistant Debtors Creditors Clerk Fi
	Finance jobs
	Northern Suburbs
	Western Cape
	Cape Winelands
	Western Cape

Contacts and general information about me

Gender	Female
Residential location	Northern Suburbs
	Western Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2014.03 iki 2016
Company name	Uniekum Landbou Masjiene (Pty) Ltd
You were working at:	Other jobs
Occupation	Receptionist /Admin Clerk
What you did at this job position?	<ul style="list-style-type: none"> • Assisting with the switchboard • Administration: paper work, using Pastel Accounting Software to enter incoming invoices on the computer • Sending of emails and faxes • Assist clients via email or telephonically • Filing of invoices, payments, doctors certificates • Using A-Pay program in doing the weekly employees wages. • Capturing data • Working on MS Word and Excel

Education

Educational period	nuo 2010.02 iki 2013.12
Educational institution	University of Stellenbosch
Educational qualification	BA Development and Environment

Languages

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

Computer knowledge

Microsoft Word, Excel, Pastel Partner V12 & 14, Infonetix Accounting Payroll program

Additional information

Your hobbies	Reading anything from fiction to non-fiction Playing and watching sports such as tennis, cricket, rugby I enjoy being outdoors, to be surrounded by nature.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-11-00 (14 years)
Salary you wish	9000-15000 R per month
How much do you earn now	8700 R per month