



Helen Smithers

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Senior Bookkeeping role.

I am trustworthy, hard working, reliable, goal driven, understanding and a team player.

Preferred occupation	Accountants Finance jobs
Preferred work location	East Rand Gauteng Johannesburg Gauteng

Contacts and general information about me

Day of birth	1981-05-19 (44 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2016.12
Company name	HI Q Comaro Crossing
You were working at:	Accountants
Occupation	Senior Bookkeeper
What you did at this job position?	Accounting, Cash Book, Creditors, Debtors, All payments, Petty Cash (Up to R100000), Stock, Payroll (Wages & Salaries), P.A.Y.E, VAT, Daily Cash Ups, Filing and Sales

Education

Educational period	nuo 2014.03 iki 2015.10
Degree	Certificate
Educational institution	Boston College & ICB
Educational qualification	Senior Bookkeeper NQF Level 4

Languages

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

Computer knowledge

Word
Excel
Pastel Payroll
Pastel Accounting
QuickBooks
Outlook
Power Point
Accpick
E-Filing
Easy file
Spiralsoft

Recommendations

Contact person	Charles Martell
Occupation	Director
Company	Hi Q Comaro Crossing
Telephone number	082 460 5669
Email address	comarohiq7@telkomsa.net

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1999-05-00 (26 years)
Salary you wish	25000 R per month
How much do you earn now	25000 R per month