



# Kirshen Naidoo

Curriculum Vitae (CV)

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

and book keeper will assist me in performing my duties diligently.

If granted this opportunity, I know that I can prove to be an asset to the company

Kindly give my application your earnest attention, as I look forward to a favourable response.

i will be interested in book keeping , accounts and creditors clerk positions

Thank you

Kind Regards

Kirshen Naidoo

Preferred occupation book keeper  
Finance jobs

To Whom it may concern book keeper creditors clerk  
Finance jobs

My agreeable personality, experience in the finance industry, and my completed Bcom accounting  
Preferred work location Johannesburg  
Gauteng  
degree, makes me a strong candidate for any finance position.

#### Contacts and general information about me

I have obtained a degree in Bcom Accounting from the University of Kwa- Zulu Natal, Westville

Day of birth 1991-06-03 (34 years old)

Campus. My studies have equipped me with the skills necessary to conduct tasks that include

Gender Male

management, ethics and information technology, among others. My studies have prepared me

Residential location North Suburbs

for the world of commerce and I would be very interested in pursuing a career in finance or taxes.

Telephone number *Information is available only for registered users.*

I'm a hard worker who thinks outside the box, while producing creative work in an efficient manner.

Email address *Information is available only for registered users.*

I believe that you will find that my experience mirror these qualities.

#### Work experience

I am a highly focused, dedicated, motivated and result-driven individual with keenly developed

skills. I am experienced and skilled in the accounting field. My studies and recent work experience has enabled me to be seen as a valuable team player and as an efficient hands-on individual within any project. I am equipped with a comprehensive knowledge of the finance industry and have developed good client communication skills and relationship management. I also possess the ability to encourage team commitment, effective service delivery and optimum results in the working environment with accuracy and speed. My ability to analyse facts and information contributes to my appropriate decision making in the workplace. I gain my strength from my confidence, sincerity and determination. I believe in setting standards and doing the best to achieve it.

I am driven to add value to any industry or environment I work within. I am keen on service delivery improvement and I adhere strongly to the corporate governance principles. I am extremely well groomed and have a comfortable presence. I have a passion for the Finance industry and I look forward to developing my skills, knowledge and expertise within the various sectors of finance.

I believe my qualifications as well as my previous knowledge, experiences and challenges that I have encountered in the various job profiles namely, audit trainee clerk, admin clerk, accounts clerk

Working period **nuo 2015.02 iki 2017.10**

Company name Transmarine

You were working at: Accountants

Occupation book keeper

What you did at this job position? • Debtors & Creditors Processing on Pastel. ( Recons, requesting for statements, invoicing) • Pastel Processing 5 Cash Books Receipts & Payments(chèque, fleet, credit card, call account petty cash) • PAYE/ UIF and VAT submission(efiling) • Credit applications for suppliers/Credit Checks • Invoicing on Pastel. • Pastel year end processing/Month end • National Bargaining Council returns for Road and Freight Industry. • Fixed asset register. • Forex on Itrade system (Standard Bank Electronic system) – payments on banking system. • Issuing of cheques. • Knowledge of imports and exports process. • Dealing with queries in regards to accounts, Managing national accounts • Petty Cash schedules • Journal entries(PPE, depreciation, finance charges • Insurance(insuring assets, queries, claims) • Renewals of BEE, tax clearance and Leases • Provident fund queries, hr matters • Procurement – renovations • Handling labour queries • Leave schedules • Dealing with Tracker • Finance deals(Liaising with the Bank, Providing Necessary Management Accounts and Documentation, Requesting Amortisation Schedules • Diesel calculations(consumption per litre – trucks) • Revenue Reports

#### Education

Educational period **nuo 2009.02 iki 2011.12**

Degree Degree

Educational institution ukzn westville campus

Educational qualification bcom accounting degree

I could work accounting

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

pastel, caseware, ms outlook, emails, internet banking, ms word, ms excel

#### Recommendations

Contact person verosha

Occupation accounts manager

Company Transmarine

Telephone number 082 372 1364

Email address verosha@transmarine.co.za

#### Additional information

Your hobbies	movies, reading books, going to the gym, watching and playing sports
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2009-09-00 (16 years)
Salary you wish	16000 R per month
How much do you earn now	14000 R per month