



Amelia Labuschagne Rutland

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for DATA ENTRY type work or anything else I can do from home - I have Internet access, a printer and a Laptop, and all I need to access any work online.

My working hours are flexible, and can be negotiated to suit your needs

See below what my job experiences are.

Bank Recons & daily banking

Payment Allocations

Debt Recovery

Invoicing, Credit notes, Discounts, Interest, GRV's & SRV's

Purchase & Expense orders

Journals

Interim & Monthly Statements

Data Capturing

Weekly reports on all income & expenditures, productivity & service quality within the accounts department

Petrol & Fleet management, Credit Card management

I have a strong financial background, and have 20 years experience in practice. I am skilled at learning new concepts quickly, work well under pressure and communicate ideas clearly and effectively. Definitely enthusiastic, hardworking, experienced and work well in a group and or on my own.

Responsible, neat & meticulous and good at solving problems

Computer literate, including knowledge of multiple networking and business packages

My interests are reading - knowledge - cooking and crossword puzzles less

Preferred occupation

Part time jobs
Part time, weekend jobs

Contacts and general information about me

Day of birth	1970-05-14 (53 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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

Additional information

Salary you wish	8000.00 R per month
How much do you earn now	5000.00 R per month