



Portia Radebe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for bookkeeper,administration clerk,accounts clerk,Debtors and creditors clerk,Receptionist,procurement clerk.

I can capture requisition on SAP

Purchase orders and receipting.

Suppliers liaising for statements and invoices.

Month end accruals and journals.

Running of trading review and trial balance.

Daily banking and cash uploads to banking.

Balance sheet recon.

Daily Revenue and shaka.

Controlling of Petty cash.

Assisting Financial Manager with ad hock tasks.

Preferred occupation	Debtors clerk Finance jobs
----------------------	-------------------------------

Preferred work location	Witbank Mpumalanga
-------------------------	-----------------------

Contacts and general information about me

Day of birth	1994-09-15 (31 years old)
--------------	---------------------------

Gender	Female
--------	--------

Residential location	East 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
---------------	---

Additional information

Salary you wish	0.00 R per month
-----------------	------------------

How much do you earn now	0.00 R per month
--------------------------	------------------