

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