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I have 6 years of experience in Administration Environment and my duties include but not limited:
Capture credit claims, printing statements, prepare credit note reports, assist with customer
account queries, follow up on outstanding balances, assist regional operations with general admin
duties, do switchboard when required.

I have a listening skill and my ability to ask for help when needed has earned me much knowledge and self confidence in my work and have taught me to teach others to grow their capability. I communicate well with people and cope well when working as a team to achieve business goals.

I am looking forward to joining the company.

Johannesburg
Gauteng

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

Salary you wish	10000 R per month
How much do you earn now	N/A R per month