



Lindie Van Der Merwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hard working and a quick learner. I have experience as an Office Administrator and Payroll Clerk.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1984-04-30 (41 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2011.11 iki dabar
Company name	Quality Connect Staffing
You were working at:	Administrators
Occupation	Payroll and Office Administrator
What you did at this job position?	Payroll, General Admin, petty cash, payment of suppliers, credit control, invoicing and statement, loading of salaries and wages manually in the bank, releasing / authorizing of salaries and wages

Education

Educational period	nuo 2002.01 iki 2002.12
Degree	Grade 12 / Matric
Educational institution	Hoerskool Jeugland
Educational qualification	Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Word, Excel, Outlook, QuickBooks, VIP

Additional information

Salary you wish	18 500 CTC R per month
How much do you earn now	18 500 CTC R per month