



Name: [Lindi Mvukela]

Looking for: [Admin clerk/ IT]

Skills:

- [Computer literate]
- [Data capture]
- [Sage (Accounting / Payroll)]

Capturing financial data

Processing invoices and transactions

Updating customer and supplier records

Generating reports (depending on what you've done)]

Experience:

Moon and Earth Mining and Maintenance

Jan 2017 – Apr 2021

Performed accurate data capture and maintained organised electronic and paper records.

Managed filing systems and ensured documents were up to date and easy to access.

Processed invoices and assisted with basic accounting tasks.

Answered calls, assisted clients, and handled general office correspondence.

Prepared and captured timesheets for staff.

Assisted with basic payroll tasks and updating employee information.

Monitored and recorded stock levels and issued stock where needed.

Location:

[Bronkhorstspuit] (Willing to work remotely)

Availability:

[Immediately]

Contact:

[068 013 3317]

[lindypriscilla@yahoo.com]