

CONFIDENTIALITY CLAUSE: All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment
Position Applied For:

Candidate Name:

Nadia Almendro

MPC Consultant Name:

Joanne Bell

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

21 September 2016

Personal Details

Surname :

Almendro

First Names :

Nadia

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Female

Availability :

Current Salary :

R

Expected Salary :

R

Career Summary

Company

Position

Duration

Stay at home Mother

Jun 2015 - Present

Tayla Sportswear

Bookkeeping

Jan 2014 - May 2015

The Bureau Print (Pty) Ltd.

Senior Bookkeeper

Mar 2012 - Oct 2013

HL Venter & Associates

Junior Bookkeeper

Jan 2008 - Feb 2012

Candidate Summary

Academic History

Qualification :

Public Relations Diploma

Subjects:

Communications, Principles of Law, Management, Accounting & Finance, Economics,
Public Relations

Date Completed :

2007

Institution :

INTEC College

Qualification :

Matric

Date Completed :

2002

Institution :

Riverside High School



Computer Skills

Programs/Systems :

Additional Training and Skills
Certificates & Courses
College: QUEST - 2008
Course: Basic bookkeeping and pastel

College: ICB: Institute of Certified Bookkeepers - 2014
Qualification: NQF L3: National Certificate in Bookkeeping

Nadia Almendro
Resumé of Career to Date
June 2015 - Present: Stay at home Mother

Company Name :
Tayla Sportswear
Type of Industry :

Period of Employment :
January 2014 - May 2015
Position :
Bookkeeping
Duties :

Bookkeeping up to trial balance, Pastel, Salaries, Wages & PAYE administration and secretarial duties
Reason for Leaving :
Had her first child and decided to stay home with him
up until present

Company Name :
The Bureau Print (Pty) Ltd.
Type of Industry :

Period of Employment :
March 2012 - October 2013
Position :
Senior Bookkeeper
Duties :

Bookkeeping up to trial balance
Management accounts
Salaries & HR, Pastel, Vat, PAYE
Administration and secretarial duties
PA to MD
Reason for Leaving :
Relocated to Cape Town due to husbands work

Company Name :
HL Venter & Associates
Type of Industry :

Period of Employment :
January 2008 - February 2012
Position :
Junior Bookkeeper
Duties :

Bookkeeping up to trial balance, worked on 5 different companies books, Pastel,
administration and secretarial duties
PA to MD
Reason for Leaving :
Wanting to broaden her career path

Doing some temp and casual work

Company Name :
Away2Explore - USA
Type of Industry :

Period of Employment :
March 2003 - November 2006
Position :
Client Care & Sales / Administrations Office
Duties :

Administration
Client care & sales
Reason for Leaving :
This was a temporary working holiday

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Nadia Almendro XE
■MPC Consultant Name ■| ■Joanne Bell (021) 552 8048