CONFIDENTIAL RESUME

OF

ALETTA ELIZABETH

VAN VUUREN

***PERSONAL DETAILS***

***SURNAME:*** Van Vuuren

***FIRST NAMES:*** Aletta Elizabeth

***HOME ADRESS:*** 119 Howard Avenue

3 Peters’s Place

BENONI

1501

***TEL***: 0761503077 / (011) 827-5413

***IDENTITY NUMBER:*** 6403010007086

***DATE OF BITH:*** 01 March 1964 ( 48)

***AVAILABLE:*** Immediate

***SALAY RAGE:*** R 17 000.00 Neg.

***INTRODUCTION***

I have monstly worked the past 22 years in retails / Manufacturing doing administrative duties and am virtually self taught. I have often had to use my initiative and teach myself various aspects of the job as I was often ‘thrown in at the deep end’.

I am a self motivated team player and enjoy working in any environment where I am able to put my skills and knowledge to good use. I am ambitious, innovative and my major strength is dealing with people and I do not need much supervision as I am very organized and a disciplined person. I have a good all round knowledge of payroll, bargaining councils, debtors, creditors, cashbook, recons, 3rd Party payments and full fuction of EFT’s and I have all the attributes to make a success of any job that I do. I will be an asset to any Company that I work for due to my honest and loyalty. ( Always willing to go the exta mile )

***EDUCATION AND TRAINING***

***SCHOOL:*** Hoër Handelskool / Commercial High - Benoni

***SUBJECTS:*** Afrikaans

English

Accountancy

Typing

Maths

***SKILLS AND WORK EXPERIENCE***

***WORK EXPERIENCE:*** Wages / Salaries (Full Function)

Creditors / Debtors

Invoicing / Processing of Purchase Orders

Cashbook/ EFT’s / Bookkeeping to Trial Balance

Petty Cash / Switchboard

Reception

***SKILLS AND EXPERIENCE:*** VIP – Classic / Essential / Premier ( Full Function )

Pastel Payroll and Accounting

Syspro / Word / Microsoft XP / Excel /

Great Planes

Invoicing

Recons to GL Accounts

EFT’s on Standard / Nedbank

***EMPLOYMENT HISTORY***

***NAME OF EMPLOYER:*** FRY’S METALS

***POSITION:*** Payroll Administrator (Premier)

***DATES OF SERVICE:*** September 2010 to October 2012

***DUTIES:*** VIP Payroll ( Premier )

3rd Party Payments (Preparation & EFT’s

Recon’s of all Monthly Payments

Liased with Bargaining Councils, Medical Aid,

Provident Fund

Payments and Processing of Labour Brokers

***REASON FOR LEAVING:*** Unbearable Circumstances

***NAME OF EMPLOYER:*** SSAB

***POSITION:*** Payroll Administrator / Trainer

***DATES OF SERVICE:*** May to Aug 2010

***DUTIES:*** VIP Payroll ( Premier )

3rd Party Payments (Preparation & EFT’s

Recon’s of all Monthly Payments

Liased with Bargaining Councils, Medical Aid,

Provident Fund

***REASON FOR LEAVING:*** End of Temp Assignment

***NAME OF EMPLOYER:*** Enviroserv

***POSITION:*** Clerk

***DATES OF SERVICE:*** March to April 2010

***DUTIES:*** Processing of Stock items (Great Planes)

***REASON FOR LEAVING:*** End of Temp Assignment

***NAME OF EMPLOYER:*** African Essence

***POSITION:*** Branch Manager

***DATES OF SERVICE:*** Feb to March 2010

***DUTIES:*** Manage Company,Payroll, Debtors, Creditors,

Cashbook

***REASON FOR LEAVING:*** Company Closed down

***NAME OF EMPLOYER:*** Designed by Trevor Hollard

***POSITION:*** PA / Payroll Administrator

***DATES OF SERVICE:*** Feb 2009 to Jan 2010

***DUTIES:*** PA to Director,Payroll, Debtors, Creditors,

Cashbook, Reception, Petty Cash

***REASON FOR LEAVING:*** Company wentunder Liquidation

***NAME OF EMPLOYER:*** Pferd

***POSITION:*** Payroll Administrator

***DATES OF SERVICE:*** Jan 2008 to Oct 2009

***DUTIES:*** Full function of Payroll

**REASON FOR LEAVING:** Better Prospects

***NAME OF EMPLOYER:*** Stuttafords

***POSITION:*** Payroll Administrator

***DATES OF SERVICE:*** June 2005 to Dec 2007

***DUTIES:*** Full function of Payroll (11 Branches)

***REASON FOR LEAVING:*** Better Prospects /Less km to travel

Resided in Benoni

***NAME OF EMPLOYER:*** Gravure Cylinders

***POSITION:*** Payroll Administrator

***DATES OF SERVICE:*** July 1990 to May 2005

***DUTIES:*** Full function of Payroll, Debtors, Creditors,

Invoicing, Purchase Orders, Stationery, Petty Cash

***REASON FOR LEAVING:*** Personal

***REFERENCES***

**Martie Maree - Enviroserve - (011) 456-5400**

**Sylvia Mpheng - SSAB - (011) 724-5021**

**Heather Hollard - Designed by Trevor Hollard - 0832888415**

**Craig Gilmour - Gravure Cylinders - (011) 422-2206**