

# Curriculum Vitae

April 2023

Theresa Janion



9 Langeberg Street  
Kempton Park, Gauteng  
Cellphone: 082 923 8388  
ID Number: 700722 0203 08 5  
Email: [theresa.janion@gmail.com](mailto:theresa.janion@gmail.com)

## SKILLS / ENDORSEMENTS

Financial Accounting, Bookkeeping to Trial Balance, Management Account, Payroll, Pastel Evolution, Pastel Partner, Sage, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Internet Banking

## EDUCATION

### Higher Education

Institute : Hoërskool Jeugland 1988  
Subjects Passed : Afrikaans First Language  
English Second Language  
Economics  
Business Economics  
Typing  
Home Economics

### Higher Education

Institute : Pretoria Technikon  
Year : 1989 – 1991  
Certificate : National Higher Diploma  
Subjects Passed : Communication in Afrikaans A  
Communication in English B  
Accounting  
Office Administration I & II  
Audio Type I & II  
Typing Technique I & II  
Word processing  
Personnel Management

## EXPERIENCE

Company : S.A.L.T. (Pty) Ltd  
Position held : Office Administrator / PA to all Directors / Finance  
Period : July 1997 – December 2018  
Tasks : Bookkeeping to Balance sheet, Creditors, Debtors, Foreign Creditors, Foreign Creditors Payments, Quarterly Management Accounts, Depreciation, Asset Register, Capturing & Recon of Bank, Preparation of Financial Statements at Year End, General Admin Duties, VAT 201, EMP201, EMP501, Capturing of Payroll, Journals, Petty Cash, Procurement, Inventory Control, Costing of stock, Daily & Monthly Cash Flow, Pastel Evolution Accounts, Pastel Partner 18 Accounting, Sage, Sales report, Monthly Sales Meetings, Stock Take, Invoice Control, Drivers Control, Customer Relations.  
Reason for leaving : Retrenched

Company : Torque Transfer Parts  
Position held : Office Administrator / PA to all Directors / Finance  
Period : August 2022 – Present  
Tasks : Bookkeeping to Balance sheet, Creditors, Debtors, Foreign Creditors, Foreign Creditors Payments, Quarterly Management Accounts, Depreciation, Asset Register, Capturing & Recon of Bank, Preparation of Financial Statements at Year End, General Admin Duties, VAT 201, EMP201, EMP501, Capturing of Payroll, Journals, Petty Cash, Procurement, Inventory Control, Costing of stock, Daily & Monthly Cash Flow, Pastel Evolution Accounts, Pastel Partner 18 Accounting, Sage, Sales report, Monthly Sales Meetings, Stock Take, Invoice Control, Drivers Control, Customer Relations.

## OBJECTIVES

I am a loyal, hardworking and dedicated person and joining a successful company is one of my objectives. I believe in giving an honest day's work and strive to do everything to the best of my abilities. I believe that one must always portray the company's image and values. I am open to learn any additional skills to succeed in any position. Overall, I am ambitious and if given the opportunity, I will prove my ability to perform outstandingly, and it is of utmost importance for me to be an asset to any company.