



SHARON TREURNICHT CURRICULUM VITAE

PERSONAL INFORMATION

TITLE	MRS.
FIRST NAME	SHARON
SURNAME	TREURNICHT
GENDER	Female
DATE OF BIRTH	06/03/1972
IDENTITY NUMBER	7203060015081
NATIONALITY	South African
MARITAL STATUS	DIVORCED
DEPENDENTS	2 (TWO)
STATE OF HEALTH	Excellent
LANGUAGE	English – Speak & Write Afrikaans – Speak and Write
DRIVERS LICENCE	Code 08 & Own Transport

CONTACT DETAILS

ADDRESS	3 Panorama gardens, Edleen, Kempton Park
CONTACT NUMBER	074 136 9240
EMAIL	treurnichtsharon@gmail.com

BIOGRAPHY

I regard myself as a very dedicated individual who has learned to overcome challenges to achieve my goals. I am always willing to perform additional duties not necessarily regarded as part and parcel of my key responsibilities. I have an ability to grasp different and new methods of working quickly and accurately and to settle into the company culture easily. I consider confidentiality, integrity, and loyalty to be of extreme importance.

EMPLOYMENT HISTORY

JAN 1991 – 1994

MEDICAL AID ACCESSOR, Metal Industries Medical Aid Fund

- Medical Aid Accessor
- Capturing of Invoices

OCT 1994- APRIL 1998

CREDIT CONTROLLER, Bears Carletonville

- Cashier
- Credit Control

APRIL 1998- JUNE 2020

BOOKKEEPER, Alpha Builders Supply

Recons for the following accounts:

- Debtors & Cash Control
- Diesel Control account
- Creditors Control account
- Creditors Individual Accounts to Unipos
- System. Wages, Wages Loans & Savings accounts.
- Submission of the following returns to SARS, PAYE, UIF & SDL
- Balancing & Banking of daily takings.
- Updating the Cash book-- posting same to Pastel.
- Preparation of the following journals for posting to Pastel Accruals, Sundry Journal, Discounts& Diesel Usage. Updating the cash flow control sheet.
- Bank payments to all Sundry & Suppliers accounts

REFERENCES:

- Mrs. **Sylvia Goncalves**
Director - Alpha Builders Supply
Contact Number: **011 976 3118**
- Mr. **Brenton Sparrow**
General Manager
Contact Number: **011 976 3118**

REASON FOR LEAVING: Retrenchment.

10 MAY 2021 – 06 APRIL 2023

DEBTORS/CREDITORS CLERK, ARTESA TRADING PTY Ltd

- Debtors and Creditors Clerk
- Invoicing and Delivery Notes.
- Cashbook up to Trail Balance.
- Updating Cost Sheet
- Reconciliation of 3 Bank Accounts

REFERENCES:

- Mandla Methembu
Managing Director
Contact Number: **083 574 0831**
- Adele De Swardt
Financial Manager
Contact Number: **082 926 4461**
Email: adeledeswart14@gmail.com

REASON FOR LEAVING: Retrenchment.

1990

SENIOR CERTIFICATE (MATRIC / GRADE 12), Hoërskool WESTONARIA

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- Microsoft Outlook
- Pastel Partners
- Unipos and Fincon

CUSTOMER SERVICE SKILLS.

- Attentive and friendly
- Fast learner, hardworking and self-motivated
- Adaptability
- Excellent Telephone Manner
- Problem Solving
- Extremely organized & attention to detail

ACTIVITIES & HOBBIES

- Nature
- Outdoor
- Fishing
- Reading
- Cooking
- Computing
- Music
- Entertaining People