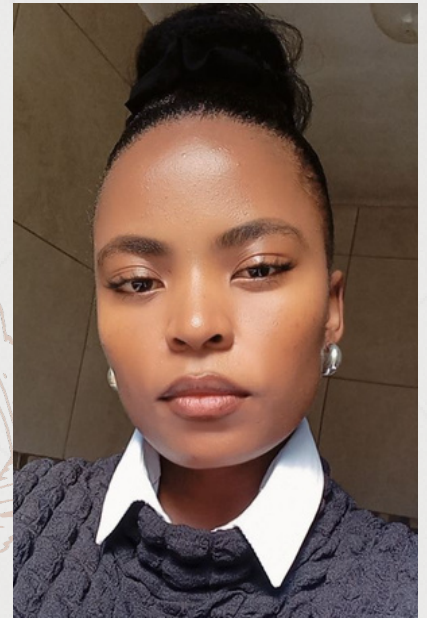


HARRIET SOMANE



Email; ndoniyamanzi2204@gmail.com

Contact number; 076-588-0566

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision. Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills.

EXPERIENCE

Pay-out Clerk

BetXchange

2023-11 till 2024-09

- Responsible for the daily processing of all withdrawals to clients' accounts
- Ensuring that payments are valid, correct and meet all risk and wagering requirements
- Administer and maintain the withdrawals system
- Ensuring all system references and withdrawal data are correctly updated.
- Assisting with Accounts Payable function

Administrative clerk

Liquor City

2020-01 till 2020-03

- Compiling reports Invoice processing.
- Responsible for generating, routing, approving, and paying invoices
- Standardizing the invoicing process, responsible for setting deadlines, using consistent formatting and numbering, and assigning specific employees to handle invoicing.
- Managing information, filing, data management and keeping records up to date

EXPERTISE

- Customer Service
- Attention to detail
- Computer proficiency
- Maintaining withdrawal system
- Word Processing Tools
- Record keeping

EDUCATION

- High School Diploma
Phumulani Secondary – Katlehong
2010-01 till 2015-11
- Counseling Psychology
Boston Business Collage – Johannesburg
2016-02 till 2018-03
- Business Administration
MSC Corporate Academy – Glenvista
2022-01 till 2023-02

Reference available upon request

