

ilze fuhrmann

Paarl, South Africa

W: <http://www.worky.com/ilze-fuhrmann>

Professional Experience

2009 - 2009 **Volksie Service Centre - Reception/Administrator**
Responsible for the following : Day to day admin duties
Booking appointments for customers vehicles
Receiving in vehicles and issuing jobcards
Issue invoices and cash control
Stock Control
Month End Reports
Reception duties
Wages
Credit control

Key Skills Admin, Credit Control, invoices, Reports

Additional Information

Languages

Afrikaans - Fluent
