Nuraan Behardien

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| Objective |  | To be an asset to any challenging work environment that offers growth and opportunity to utilize my outstanding skills |
| Skills & Abilities |  | I am a self managed, motivated and a strong team player  I have become well versed with many aspects of banking and have gained experience in many work functions over the past nine and a half years. This has allowed me to develop and grow as an individual.  I know that I have both the aptitude and attitude to make a difference in your business, using both the knowledge and skills that I have acquired  I have applied for this position as I see it as an opportunity to prove why I am the best candidate, and how I can add value to your business |
| PERSONAL INFORMATION |  | STATUS : SINGLE NATIONALITY : SOUTH AFRICAN  GENDER : FEMALE  HEALTH : EXCELLENT  LANGUAGES : ENGLISH AND AFRIKAANS  AVAILABILITY : IMMEDIATELY |
| Experience |  | Administrator, Nedbank Head office cape town March 2005- September 2014  Dept – Financial Control  Balancing of cash account, suspense account, general ledger balancing, UCE balancing, clearing outstanding balances on closed accounts….  Dept – Admin  DCWC balancing, mail handling via mounties, checking, following all processes  DCWC report balancing against WSP210 and WSP610 report for 46 branches  Liaising with branches offering support and solving queries  Batching, escalating and boxing  Dept – Nedinform  Electronic transfer of money to other banks  Managing inbox and solving queries  Batchin, Boxing , filing etc Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table.clicks stores July 2001 – July 2004  Shop Assistant cashier  Further training – Office clerk, radio counter and photo lab assistant  **LIFELINE/CHILDLINE**  Receptionist  **METRO CLEANING SERVICES**  Sanitation and housekeeping  **PROGRAMS UTILISED**  Microsoft word  Microsoft Excel  Power point  Email and Internet  Faxing  Banking Platform  NTE  Escalation and MIS System |
| Education |  | Manenberg Senior Secondary School Matriculated 1997  SUBJECTS- English , Afrikaans, Mathematics, Accountancy, Business Economics, Biology Protea College Hospitality Services/ hotel management January 1999 – March 1999  SUBJECTS - Catering Theory and Practical, Nutrition and Menu Planning, Sanitation and Housekeeping, Management and Communication |
| Communication |  | I am a team player and I work extremely well alone as well  I excel especially when put under pressure. I am a very good learner and strive to learn as much as I can in a short amount of time |
| **Job Seeker First Name / CV No: 1815042**  [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif |  |  |