Nuraan Behardien

|  |  |  |
| --- | --- | --- |
| 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 playerI 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 acquiredI 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 : SINGLENATIONALITY : SOUTH AFRICANGENDER : FEMALEHEALTH : EXCELLENTLANGUAGES : ENGLISH AND AFRIKAANS AVAILABILITY : IMMEDIATELY |
| Experience |  | Administrator, Nedbank Head office cape townMarch 2005- September 2014Dept – Financial ControlBalancing of cash account, suspense account, general ledger balancing, UCE balancing, clearing outstanding balances on closed accounts….Dept – AdminDCWC balancing, mail handling via mounties, checking, following all processesDCWC report balancing against WSP210 and WSP610 report for 46 branchesLiaising with branches offering support and solving queriesBatching, escalating and boxingDept – NedinformElectronic transfer of money to other banks Managing inbox and solving queriesBatchin, Boxing , filing etcEnter 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 storesJuly 2001 – July 2004Shop Assistant cashierFurther training – Office clerk, radio counter and photo lab assistant**LIFELINE/CHILDLINE**Receptionist**METRO CLEANING SERVICES**Sanitation and housekeeping**PROGRAMS UTILISED**Microsoft wordMicrosoft ExcelPower pointEmail and InternetFaxingBanking PlatformNTEEscalation and MIS System |
| Education |   | Manenberg Senior Secondary SchoolMatriculated 1997SUBJECTS- English , Afrikaans, Mathematics, Accountancy, Business Economics, BiologyProtea CollegeHospitality Services/ hotel management January 1999 – March 1999SUBJECTS - 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 wellI 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 |  |  |