

CURRICULUM VITAE

RENA SINGH

PERSONAL DETAILS

SURNAME	SINGH
FIRST NAME	RENA
ID NUMBER	6702110192080
NATIONALITY	SOUTH AFRICAN
RESIDENTIAL ADDRESS	7 STAVANGER ROAD, OSLO BEACH, PORT SHEPSTONE
POSTAL ADDRESS	P.O.BOX 2063, PORT SHEPSTONE, 4240
HOME LANGUAGE	ENGLISH
OTHER LANGUAGES	AFRIKAANS, ZULU, HINDI

EDUCATION

MARBURG SECONDARY SCHOOL

MATRIC 1985

SUBJECTS: English, Afrikaans, Accounting, Mathematics, Biology, Geography

UNISA

Accounting1, 11, Business Economics, Economics

EMPLOYMENT

DENIS LUNDIN AND COMPANY- PORT SHEPSTONE

1989-1999

POSITION: ACCOUNTING CLERK

DUTIES

DEBTORS AND CREDITORS RECONCILIATION,

VAT CALCULATIONS AND SUBMISSION OF RETURNS.

WRITING UP OF CASH BOOK AND BANK RECONCILIATION

PREPARATION OF ANNUAL FINANCIAL STATEMENTS

INCOME TAX RETURNS

PITASHRI SAND AND JRS PLANT HIRE

2008-2016

OWNER/MANAGER

DUTIES

RECORD KEEPING,SUBMISSION OF UIF,VAT RETURNS ,MANAGEMENT

SOSHAVIL GROUP

DUTIES

ADMINISTRATION AND RECORD KEEPING