



# CHANE ENTRESS

## REMOTE ADMINISTRATIVE & ACCOUNTS ASSISTANT SOUTH AFRICA (AVAILABLE FOR REMOTE WORK)

Detail-oriented Administrative and Accounts Assistant with 4+ years of experience supporting finance, operations, and customer service functions. Skilled in invoice processing, payroll assistance, data entry, financial record maintenance, and client communication. Proficient in Sage Pastel, Microsoft Excel, and digital office systems. Highly organized, reliable, and fully equipped for remote work with a dedicated home office setup.

## WORK EXPERIENCE

### ACCOUNTS CLERK / DATA CAPTURER

Shoprite Checkers Head Office | South Africa | 2019 – 2021

- Processed high-volume daily financial transactions using Sage Pastel
- Captured and verified supplier invoices for weekly creditor payments
- Managed data entry for waste reporting and supplier claims
- Assisted with stock discrepancy investigations and GRV corrections
- Maintained accurate financial records for auditing compliance
- Communicated with store managers regarding inventory and returns

### RECEPTIONIST / ACCOUNTS CLERK

Little Orchard Nursery | South Africa | 2021 – 2022

- Managed email correspondence and customer order processing
- Assisted with weekly payroll administration
- Performed stock control and inventory updates
- Handled customer complaints and resolved account queries
- Prepared documentation for financial audits

### OFFICE ADMINISTRATOR

Geldenhuis en Jonker Attorneys | South Africa | 2023 – 2024

- Maintained and organized legal and financial documentation
- Managed client scheduling and communication
- Captured and updated records using Lexpro system
- Tracked sensitive document transfers with accuracy

**Experienced in high-volume retail and corporate accounting environments.**

## CONTACT

📞 062 975 0256

✉️ Chaneentress6@gmail.com

## EDUCATION

### Nouveau Private High School, Paarl

National Senior Certificate  
2018

## SKILLS

### Accounting & Admin Systems:

- Sage Pastel
- Lexpro
- IQ POS

### Software:

- Microsoft Excel (Intermediate)
- Microsoft Word
- Microsoft Outlook
- Google Docs & Sheets

### Administrative Skills:

- Data Entry (High Accuracy)
- Invoice Processing
- Payroll Assistance
- Email & Calendar Management
- Accounts Reconciliation
- Customer Support

## REMOTE WORK CAPABILITIES

- Dedicated home office
- Stable high-speed internet
- Comfortable using Zoom, email, cloud-based systems
- Able to work across time zones

