



– ANGELIQUE – SMIT

*office
administrator
finance assistant*

CONTACT

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EDUCATION

National Certificate:
Bookkeeping NQF L3

“It gives me great job satisfaction to assist in the control and management of accounts. It is gratifying to contribute to FACTS achieving their goals. FACTS has a great team, and working with them makes my job enjoyable.”

EXPERIENCE & SKILLS

- Holistic approach to bookkeeping
- Managing debtors and creditors
- Office administration
- Client relationships

PROFILE

Studying by correspondence, Angelique completed her National Certificate in Bookkeeping through the Institute of Certified Bookkeepers and Accountants (ICBA) in 2015 while working at a company involved in the poultry and beverage industries. She started working in office administration and progressed to office management with bookkeeping responsibilities. Over her 6 years at the company she was exposed to a wide range of aspects within the business which gave her insight into how these industries operate.

As a very goal-orientated and self-disciplined individual, she prides herself in her work, and always strives to give her very best in everything she does. Angelique is passionate about bettering herself in her education, career and personal life.

Originally from Johannesburg, Angelique enjoys meeting people and learning about different cultures and their diversity. She has a huge love for nature and animals. A healthy lifestyle is of great importance, and she enjoys being outdoors and active whenever she can! Angelique also has a love for music, and enjoys Latin and ballroom dancing as a result.