



SAMIKSHA RAMSEY

RESUME

Experience

FEB 2022 – CURRENT

ANALYST • ADMIN • DELTA DISTRIBUTION

- RECON OF TRIP SHEETS DAILY (INVOICES AND CREDITS)
- DAILY FILING
- MONTHLY AND QUARTLY STOCK TAKE REPORTS
- LIAISON WITH SUPPLIERS AND PODS
- MONTHLY SUPPLIER REPORTS
- DAILY UPDATING OF PAYMENTS
- DAILY GRV'S
- WEEKLY UPDATING OF THE SALES TRACKER REPORT
- COMPILING DAILY OUT OF STOCK LIST
- COKE REPORT
- MONTHLY NDS REPORTS
- DAILY TRANSFERS OF BOTTLESTORE PAPERWORK

JUNE 2021 – FEB 2022

ADMIN OFFICER • ADMIN • ECONOFOODS

- DAILY BANKING
- STOCK RECONS
- MANAGE TIME SHEETS & LEAVE APPLICATION
- HANDLING OF H/O AND CUSTOMER QUERIES
- DEALING WITH CLIENT'S ORDERS
- STOCK CONTROLLING (RECEIVING AND DISPATCHING)
- MANAGING CASH OFFICE (CHANGE REQUEST, SAFE COUNTS, AND HANDING OF PETTY CASH)

JAN 2020 – DEC 2020

SECRETARY & SOCIAL AUX WORKER • ADMIN • CITY OF REFUGE

- ADMINISTRATION / SECRETARIAL DUTIES
- COUNSELLING (ADDICTIONS, SUBSTANCE ABUSE, STRESS MANAGEMENT, TEENAGE PREGNANCY)



63 BRILL STREET,
WESTDENE, BFN



074 238 4671



Samiksharamsey12@gmail.com

DATE OF BIRTH
31/03/1992

NATIONALITY
SOUTH AFRICAN

FEMALE

RACE
INDIAN

MARTIAL STATUS
SINGLE

CRIMINAL RECORD
NONE

DRIVERS LICENSE
CODE 10

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- PREPARING ADMISSIONS AND DISCHARGE DOCUMENTS

JAN 2018 – NOV 2019

ADMINISTRATION CLERK / SECRETARY / STOCK CONTROLLER • ADMIN

- BAWAS FURNISHERS WAREHOUSE

- DAILY ADMINISTRATION
- DAILY FILING
- DATA CAPTURING
- DAILY STOCK COUNTS
- GRV STOCK
- RECEIVING AND DISPATCHING STOCK

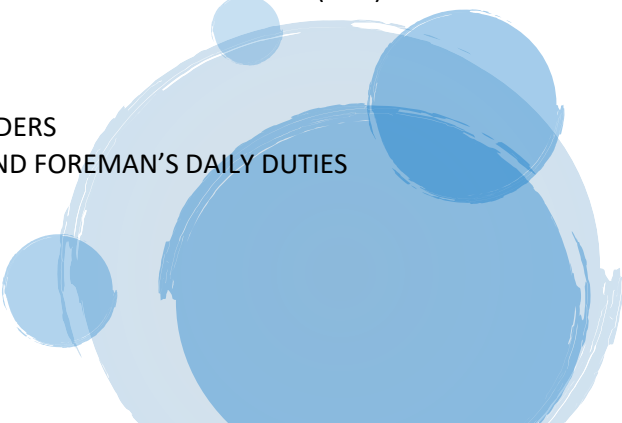
JAN 2012 – DEC 2013 (CONTRACT)

SOCIAL AUXILIARY WORKER • ADMIN • FOUNDATION FOR PROFESSIONAL DEVELOPMENT

- ESTABLISHING SUPPORT GROUPS
- INDIVIDUAL & GROUP COUNSELLING PATIENTS ON A DAILY BASIS
- PART OF A ROVING TEAM IN VARIOUS PHC AND HOSPITALS IN THE TSHWANW SUB DISTRICT
- COMPILING DAILY REPORTS AND FEEDBACK FOR SUPPORT GROUPS AND ATTENDING TRAINING
- PRE-POST COUNSELLING (ADULTS, TEENAGERS AND ELDERLY)
- CONDUCTING OUTREACH PROGRAMMES AND EDUCATING THE COMMUNITY AND ENCOURAGING THE COMMUNITY TO ENGAGE IN A GOOD AND HEALTHY LIFESTYLE IN VARIOUS PHC AND HOSPITALS
- PREPARING AND PREPARE TEENAGE SUPPORT GROUPS AND GROUP READINESS SESSIONS
- DEALING WITH IN AND OUT BOUND CALLS REGARDING HOME VISITS
- ASSESSING PATIENTS (TEENAGERS AND ADULTS)
- PATIENTS REFERRALS AND BOOKING APPOINTMENTS FOR PATIENTS
- ADMITTING AND DISCHARGING OF PATIENTS

FEB 2016 – DEC 2017 (CONTRACT)

ENGINEERING CLERK • ADMIN • NATAL PORTLAND CEMENT (NPC)

- ADMINISTRATION
 - DATA CAPTURING
 - COMPILING DAILY WORK ORDERS
 - CAPTURING OF ARTISAN'S AND FOREMAN'S DAILY DUTIES
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Education

ST PAULS ACADEMY INTERNATIONAL, PRETORIA, GAUTENG

- GRADE 12 (MATRIC)
- 2009
- SUBJECTS : ENGLISH
AFRIKAANS
MATHEMATICAL LITERACY
TOURISM
LIFE SCIENCE
ECONOMICS
HOSPITALITY
DRAMATIC ARTS

TERTIARY EDUCATION

- CANDYS TRAINING ACADEMY (2011- 2013)
- QUALIFICATION : NATIONAL CERTIFICATE SOCIAL AUXILIARY WORKER
REGISTERED WITH (SACSSP)
- OXBRIDGE ACADEMY (2017 – 2019)
- QUALIFICATION : NATIONAL CERTIFICATE: HR MANAGEMENT N4

COMPUTER SYSTEMS

- MICROSOFT OFFICE (WORD / EXCEL / POWERPOINT)
- OUTLOOK
- SAPS
- IQ RETAIL
- SAGE

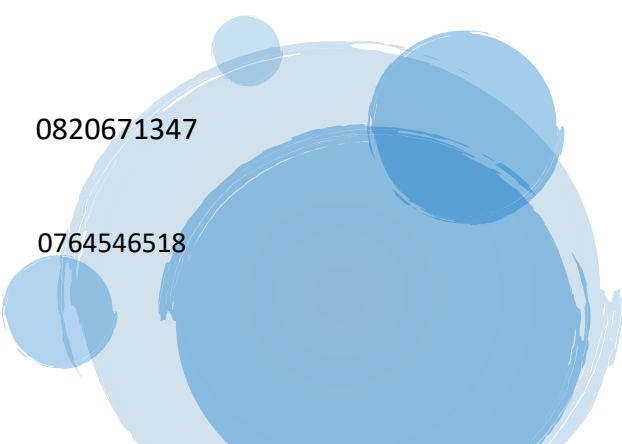
TEFL 150 HOUR ADVANCED COURSE

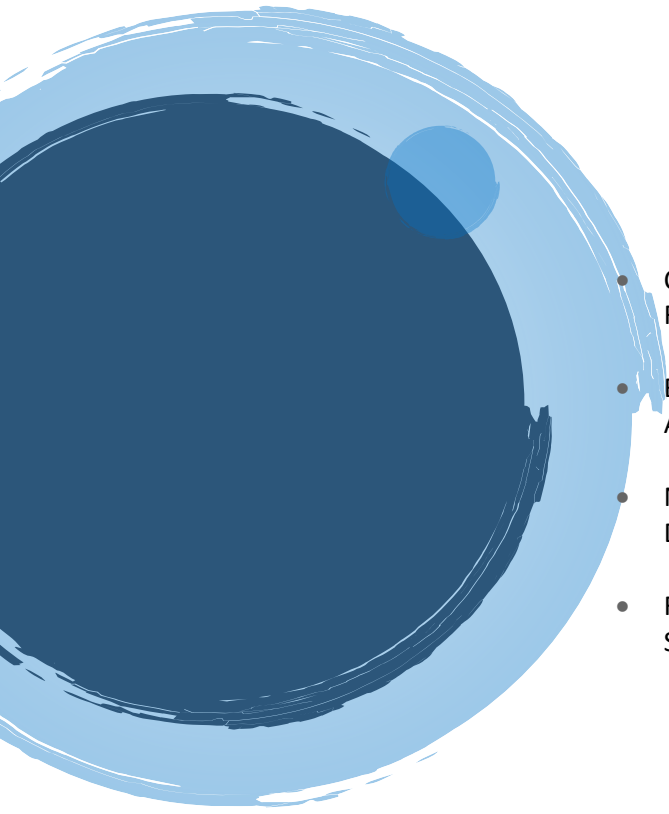
References

- DELTA DISTRIBUTION
PIETER FOUCHER
- ECONOFOODS
FRANCISCA KNOWLDS

0820671347

0764546518





- CITY OF REFUGE
RONNIE DOORSAMY 0827816300
- BAWAS FURNISHERS
AZAAD DAWOOD 0837901221
- NATAL PORTLAND CEMENT
DEVEN GOVENDER 0824851284
- FOUNDATION FOR PROFESSIONAL DEVELOPMENT
SIVA CHINSAMY 0789219026

