



NICKEY-ANN MAREE

ADMINISTRATION MANAGER & LOGISTICS | La Combe Farm, Franschhoek | +27 72 090 1523

◦ DETAILS ◦

Franschhoek
South Africa
+27 72 090 1523
nickeymaree@gmail.com

Nationality
South African

Driving license
B

◦ SKILLS ◦

Adaptability

Communication Skills

Effective Time Management

Leadership and Teamwork

Analytical Thinking

Microsoft Office 365

QuickBooks

Pastel

Sage Accounting

PERSON PROFILE

Dedicated and experienced Office Clerk with a proven track record of providing exceptional administrative support in dynamic office environments. Adept at swiftly adapting to evolving office needs while offering colleagues and superiors top-notch assistance. I possess strong organizational skills, driven by self-motivation to achieve excellence. Proficient in a range of software applications, filing systems, and office equipment, ensuring efficient operations. Committed to maintaining confidentiality with a professional approach to sensitive tasks.

EMPLOYMENT HISTORY

Teacher's assistant for HOD at Labiance Primary School, Bellville

April 2020 — December 2020

- Efficiently manage the filing and organization of worksheets and essential documents.
- Ensure the proper covering of books to maintain their quality and longevity.
- Proficiently instruct Gr 1 – 2 classes during teacher training, meetings, and absences, ensuring continuity of education.
- Thoroughly assess and mark student books to monitor progress and provide constructive feedback.
- Maintain accurate records of student marks for comprehensive academic tracking.
- Provide effective supervision and support for grade 3 classes to ensure a conducive learning environment.
- Conduct morning screenings of learners, contributing to a safe and healthy educational setting.

Junior Audit Clerk at GA MacLachlan Inc, Durbanville

August 2016 — March 2020

- Accurately process and record bank statements to ensure precise financial documentation.
- Conduct thorough reconciliations of bank statements, ensuring accuracy and integrity of financial records.
- Proficiently compose and type official correspondence, maintaining a professional standard.
- Handle the duplication, scanning, and organized filing of crucial documents for easy retrieval and reference.
- Coordinate and facilitate team-building activities as well as year-end functions, fostering a positive and cohesive work environment.

Admin & Logistics Coordinator at Bonaire Agricultural Exports Namibia (Pty) LTD, Franschhoek

January 2021 — Present

- Diligently manage the entry of invoices using the Pastel accounting system, ensuring accuracy and compliance.
- Proficiently compose and format official correspondence, maintaining a professional tone and style.
- Skillfully record meeting minutes, providing accurate and comprehensive documentation of discussions.
- Efficiently duplicate, scan, and systematically file essential documents for streamlined accessibility.
- Strategically plan and execute team-building initiatives to foster a collaborative work environment.

- Coordinate transportation logistics for imports and exports, ensuring timely and efficient delivery.
- Facilitate container bookings for export shipments, optimizing cargo management.
- Thoroughly handle the acquisition of all necessary permits and documentation for seamless imports and exports.
- Manage the process of applying for and obtaining work permits in compliance with regulatory requirements.
- Maintain meticulous logbook records, ensuring compliance with relevant protocols and regulations.
- Oversee the registration process with pertinent ministries to establish legal compliance.
- Strategically manage the procurement and organization of packing materials, ensuring operational efficiency.

Au pair at Cezanne Friedrich, Durbanville

March 2018 — October 2018

- Provide transportation services for two children, facilitating their timely arrival at school and sports activities.
- Offer educational support to a Grade 1 student, assisting with homework assignments, while engaging a 6-year-old in various counting activities.
- Supervise and attend to the needs of children aged 7 and 6, ensuring a safe and nurturing environment.
- Perform routine babysitting duties, demonstrating a responsible and caring approach to child care.

Au pair at Lauren Louw, Durbanville

June 2016 — July 2016

- Provide reliable transportation services for two children, ages 7 and 3, ensuring punctual drop-offs and pickups.
- Offer academic assistance to a Grade 2 student, aiding with homework assignments and educational activities.
- Perform standard babysitting duties with diligence and care, creating a safe and nurturing environment for the children.



EDUCATION

NSS Matriculation Exception, Paarl Gymnasium, Paarl

January 2009 — December 2013

Subjects taken:

- Afrikaans Home Language
- English 1st Additional Language
- Mathematics Literacy
- Business Studies
- Computer Literacy
- History
- Life Orientation


B.Ed. Foundation Phase, UNISA

January 2017 — Present

TFEL Level 5, TEFL Academy

May 2023 — Present

REFERENCES



Cezanne Friedrich
Private Au Pair
Contact Number: 082 671 1295

Lauren Louw
Private Au Pair
Contact number: 082 377 2371

Carol Maree
TFASA
Contact Number: 082 927 9933

Madeleine Ludski
Ladybug Day-care and Aftercare
Contact Number: 082 570 1312

Lee-Ann Sawers
GA Maclachlan Inc (Audit firm)
Contact Number: 073 463 2789

Hendrik Francois Conradie
Bonaire Exporters (Pty) LTD
Contact Number: 082 410 5097