



084 447 4368

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ARINDA MARTIN

(97/02/07)

Experience

January 2024 – Current Payroll Assistant• Guardian Outsourcing (Pty) Ltd

- Assisting with any payroll duties wherever needed
- 4 Calculating timesheets from different sites and capturing on Sage VIP system
- 4 Capturing of uniform issues and warnings of employees on Sage VIP system
- Admin and filing work
- Scanning necessary timesheets and documents for invoicing
- Capturing of new contracts
- UI-19, Maternity (UI-2.7), Leave and other documentation

October 2023 – January 2024

HR Assistant• Pharma Valu Esselen

- Admin/Filing of all HR related work
- ♣ Admin/Filing of all staff documents, leave, warning, ect
- Sage VIP payroll duties
- Assisting staff members with Hr related queries and problems that need to be solved
- UIF, Discovery, Maternity leave, etc related documentation

August 2023 – September 2023

Data Capturer · Pharma Valu Esselen

- 4 Keep data basis up to date
- Filing of documents and keeping files up to date

- Making out of invoices and credit notes to suppliers
- Assisting buyers and RP (Responsible Pharmacist) where needed

January 2023 – August 2023 Customer Sales Representative• Agua e Vida Brooklyn

- Customer sales / Sales of all products in the shop
- Cash ups / Cash flow / Petty cash
- 4 Doing invoices and statements and sending out to customers
- 4 Managing the store and checking that everything goes smoothly

July 2021 – December 2022

Pharmacy Assistant Pharma Valu Menlopark & Queenswood

- Assisting branch manager wherever needed (2IC)
- Front shop Orders
- Cash ups and handling of safe
- Critical factors
- Credit ledgers
- Receiving and sending out of stock
- Front shop sales and housekeeping
- Cycle counts and stock taking
- Assisting in dispensary and OTC
- Dispensing of all scheduled medication in dispensary and OTC

February 2021 – June 2021

Teaching Assistant• Rietfontein-Noord Primary School

- Assisting teachers in classrooms with prep of school work and giving classes
- Handling all Covid-19 protocols and procedures
- Working with learners
- Assisting learners with class work and homework

January 2021 Teaching Assistant• Alteslim Kleuterskool

- Assisting Teachers with children where needed
- Safe keeping of children on playgrounds
- Handling mealtimes as well as play times in classrooms
- Looking after children during naptimes

June 2019 – January 2020

Personal Caregiver · Personal

Taking care of my brother's child in all aspects

June 2018 – August 2018

Receptionist Indibano Auto Body Services

- Operating the switchboard
- Quotations on vehicles and for insurance purposes
- 4 Authorizations of insurance
- Handling all email correspondences
- Booking vehicles in and out

December 2017 – February 2018

Admin Assistant · Dunwoodie Travel Lodge

- Booking rooms for clients
- Company marketing
- Inspections and checklists for rooms
- Cash float / Cash ups / Petty cash

October 2017 – December 2017 Temp Cashier/Manager• Jacaranda Spur

- Cash ups / Cash flow / Cash balance / Safe handling
- Customer services and queries

Assisting manager wherever needed (2IC)

August 2017 – October 2017 General Worker• Natkay Events Management

- ✤ Worked in schools tuck shops
- ♣ Functions for embassies and schools
- Cash flow / Petty cash / Cash ups
- Stock management and buying

January 2016 - Present Voluntary Worker• SAPS Villieria

- Assist with community projects and events
- Administration work
- ♣ School and community visits with SCP Officer when needed
- Handling and attending of complaints and queries with SCP Officer when needed
- ✤ Patrolling and house visits with SCP Officer when needed

May 2014 - October 2014

Door Lady• Cappuccinos Restaurant Waverley Center

- Received and seated people
- Handling of bookings and reservations for customers
- **4** Customer service
- Runner when needed during rush hours

February 2014 – May 2014

Cashier• Mr Video Waverley

- Booked DVD's in and out
- Stock taking
- Cash flow / Petty cash / Cash ups / Working on the tills

Operating the systems

Education

Oos-Moot High Shool Grade 12, Pretoria Gauteng (2015)

English, Afrikaans, Maths Literacy, Tourism, Hospitality Studies, Business Studies

HospiVision, Steve Biko Pretoria Gauteng (2021)

Advanced Clinical Pastoral Counselling Course / Passed with distinction

Other Online Courses

- Mental Health and Well Being (Atingi Team)
- 4 2-5 Years Play Based Learning Course (PLAY)
- Birth to 2 Years Play Based Learning Course (PLAY)

Skills

- Communication skills
- Leadership
- Project Management
- Team Player
- Administration skills
- Fast learner
- Time keeping skills
- Good work ethics
- Computer literate
- Hulti-tasking
- Negotiation skills
- Hard worker

System Operating Skills

- Sage VIP Unisolv
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Microsoft One Note



Overview

I am an individual who values respect, commitment, discipline and professionalism. Professional and good work ethics are of utmost importance to me. I am a hard worker and a fast learner. I enjoy learning new things and taking on challenges. I have excellent communication skills and I enjoy working with people.

Activities

- 4 Reading
- Outdoors and nature
- 🖶 Music
- Social events
- Family and friends
- Learning
- Art and crafts
- Children and people

References

Available upon request

