

CURRICULUM VITEA: JUSTINE DE LOUREIRO

PERSONAL DETAILS

Name:	Justine Cathrine
Surname:	De Loureiro
Date of Birth:	06 January 1974
Identity Number:	7401060160085
Languages:	English and Afrikaans (Written and Spoken)
Education:	Grade 10, Gymnasium High School, Paarl
Hobbies:	Gardening, Hiking, Reading and Movies
Marital Status:	Divorced
Dependants:	Two daughters, aged 19 years and 17 years
License:	Code 8
Contact Number:	081 774 7171

EMPLOYMENT HISTORY

Company:	ValuBuild
Employment Period:	February 2011 till July 2018
Position Held:	Logistics Manager
Responsibilities:	<ul style="list-style-type: none">- Manage Company Delivery Vehicles and Delivery Staff- Manage vehicle services

- Place orders for all Stores
 - Liaise with suppliers
 - Manage Deliveries
 - Stock taking
 - Clearance/rotation of old stock
 - Manage over-all margins
 - Negotiate with suppliers for best prices
 - Source suppliers for new products
 - Manage supplier relations
 - Arrange staff training on various products
 - Maintain To Order & Outstanding Filing system
 - Handle and solve customer complaints with regards to stock and deliveries
 - Price Book maintenance of all branches
 - Responsible for maintaining group GP/Margin and Selling prices
 - Responsible for weekly commissions
 - Typing of emails, memo's and letters
 - Rendering of PA duties to CEO
- Reasons for Leaving:** - Company Closed

Company: Assembly of God Rustenburg

Employment Period: June 2010 to December 2010

Position Held: Voluntary Worker

- Responsibilities:**
- I was the Junior Youth Leader on Friday evenings (junior youth assembly)
 - Planned the lessons and activities for each Friday
 - Managed Junior Youth assistants
 - I assisted in the Woman Ablaze Meetings and Camps
 - Managed eats & treats for each meeting
 - Assisted in food preparations for the needy/homeless
 - I was part of the Front Line Team on Sundays
 - Stock taking & purchases for coffee/tea tables

- Greeted patrons on entry and exiting of services

Reasons for Leaving: The experience gained working for the church was very fulfilling and satisfying and I was sorry to leave. Needed to earn a living.

Company: ValuBuild

Employment Period: March 2007 to March 2010

Position Held: Administration Officer

Responsibilities:

- Book Keeping
- Banking
- Stock Control
- Deliveries
- Customer and Staff Relations
- Commissions/Salaries
- System Supervisor
- Credit Applications & Payouts (Credit Controller)
- Switchboard/Reception/Computer Literate
- Manage sales agents and their canvassing rosters
- Typing of emails, memo's and letters
- Rendering of PA Duties to Managing Director.

Reasons for Leaving: I have found working for ValuBuild stimulating and satisfying and left for personal reasons.

Company: Revel In Backpackers Lodge – Bokfontein

Employment Period: January 1999 to February 2008

Position Held: Manageress

Responsibilities:

- General Running/Management of this small self-catering backpackers.
- It had accommodation for 46 guests at any one time.

- There was camping space for 100+ guests.
- We held business functions, wedding receptions and music festivals.
- I was responsible for arranging the catering and bar facilities for these events.
- I was also responsible for the cooking and serving of meals in the restaurant.
- I did all the purchasing of stock for the bar and restaurant.
- Banking and stocktaking were also part of my duties.
- With the aid of staff who reported to me, I supervised the cleaning of and general maintenance of the accommodation/rooms and grounds.
- It was a peaceful, restful and friendly venue.

Reasons for Leaving:
property and close the business.

My partners and I decided to sell the

In Conclusion:

- I wish to add that I am a very active person and the time spent working for Revel In, AOG and Valubuild have developed useful communication skills within me.
- I have had lots of experience in waitressing and this too has given me the necessary people skills to interact with a wide spectrum of people.
- I am blessed with the 'gift of the gab'.
- I have many interests and I am always looking to increase my knowledge and experiences.
- Over time I have built a general knowledge of computers
- I have above average typing skills
- I am a proactive person and I am constantly prepared for new challenges.
- I am very adaptable and a fast learner.
- I believe that when given the chance I will be an asset to almost any company I work for, whether it is logistical, managerial or hospitality based.
- I am a team player and a natural leader.