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# Eloise Fourie

# **Experience**

Oct 2011-Aug 2013

Group Travel • Travel Assistant • Rand Sandblasting & Projects

#### April 2008-Aug 2011

Personal Assistant • Assistant to Finance Director • Heineken Brewery

#### Mar 2006-Jan 2008

Draftsman • Design for Tooling • Austro Group

#### Travel Management, Events Management & Executive Assistant

- Responsible for meeting the clients to access the needs and understanding what exactly their requirements are.
- Responsible to discuss the budget with your client as well as get approval for the budget, because that is the most important thing when planning an event as everything else depends on it.
- Managing the list of the things that are needed to be known in order to organize functions, like the guest list, location preference, timings of the function, and the kind of cuisine that is to be served.
- Responsible for organizing the games for the function and arrange for a DJ/MC or a band if required.
- Ensuring that there will be communication among the Management, clients and the workers. Keeping in touch with all parties and communicating their needs to the other.
- Responsible for drafting and dispatching the invitations to the guests and finding out how many guests will be present at the event.
- Ensuring that everything goes out as planned and be there to handle any problems that may arise.
- Ensuring that the clean-up is supervised after the function is over
- Managing the payment of all suppliers including that of the workers.
- Depending on the kind of event, research for locations will also be done. Also keeping in mind that it needs to fit the budget.
- Once the location has been approved by the management, check for its availability will be done and begin preparations there.
- Manage the recruiting of staff required and be responsible for allocating duties to them as well as supervise all their duties and extend help whenever required.
- Manage all other aspects of the event and see that they are carried out properly.



#### Quality Control:

 Ensuring the quality of promotional items ordered and that goods are in accordance with the prescribed standards of the company.

#### Client Relations Management:

- Addressing customer queries in a timely manner
- Sourcing of suppliers, and maintaining a good working relationship with existing suppliers
- Undertaking team decisions & derive solutions of mutual interest and benefits.

#### Executive PA & Office Manager:

- Time Management and Dairy Management for Directors
- Handling of personal business for Directors
- Screening of calls and connecting them to the correct person i.e.
- Sorting and distributing of faxes, emails, mail
- Scheduling Meetings for the Directors
- Typing of Minutes, Agendas, Director's correspondence, letters and Memos, Filling
- Doing stock take of Groceries and stationery.
- Maintain the required levels of stationary inventory and control thereof
- Ordering of food or snacks for meetings when requested \_
- Arranging the servicing for all the Company Vehicles when it comes due.
- Submitting monthly claim forms for Directors
- Receiving the clients in reception
- Getting all the paperwork and documents ready for meetings for Directors
- Keeping the workstation clean and professional
- Arrange drivers, should there be a need for one and coordination of Drivers.
- Responsible for News Papers: collection & renewals
- Logging of IT calls to get a technician to come out.
- Sending faxes for all Directors
- Making copies for all Directors
- Receiving of Guests and ensuring that they have had beverages.
- Ensuring that the Reception and all Boardroom areas are clean at all times.
- Boardroom Schedules for Boardroom 1,2,3,4
- Courier co-ordination
- Control of Petty cash to the value of R90,000.00
- Reconcile of Petty Cash to the cent
- Travel Arrangements, Booking of Hotels, Arranging for Collection and drop offs at the Airport, car rentals
- Sending correspondence to the delegates regarding their collection time and Hotel booking.



# Education

Events Management Certificate Feb 2011
HACCP Training
(Hygiene & Basic Principles of HACCP) 04th March 2011
Solutions Developer Certificate
(NQF level 5) Passed Nationals &
Internationals with 12 distinctions
Certificate of Excellence 2006
(Certified Business Professional)

Passed with Distinction
TEFL – Level 5 Diploma
2022
Fundament Basics of English Language
Teaching One-One Online
Teaching other subjects in English
Business English
IELTS Exam Preparation

# **Areas of Expertise**

- Events Planning
- Multi-ethnic Exposure
- Customer Relation's
- Quality Assurance
- Team Management
- Criss Management
- Client Liaison
- Leadership skills
- Time Management
- Extensive Computer Skills
- People Skills
- Administration Skills

### **Personal Attributes**

- Friendly
- People Sensitive
- Flexible
- Innovative
- Rational
- Pro-Active
- Professionalism
- Well Groomed

