



LESA NAIR

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Personal Statement

I am a very down to earth person who is always ready to take on anything that comes my way. I am a very hard-working individual who is very responsible and a very computer literate individual. I work well in a team and can make friends easily. Love working with kids and Elders

Computer Experiences:

- Pastel
- Internet Explorer
- Microsoft Outlook
- Microsoft Excel
- Microsoft Word
- Microsoft Power point
- Accpac
- Retail pro
- Canepro
- Sage Payroll

Lyttelton Manor High School Centurion- Pretoria- Completed 2008

- English
- Afrikaans
- Mathematical Literacy
- Accounting
- Life Sciences
- Business Studies
- Life Orientation

Matriculated in 2008

Employment History

- Canelands Estate CC (Oct 2019 – Current)
Admin Clerk / Creditors Assistant

Duties:-

- Ordering Stock (Buyer)
- Cane reports for Mills (Maidstone , Gledhow)
- Obtaining statements and invoices from suppliers
- Counting and dispatching of Cane and Banana
- Preparing of meetings, minutes of meetings
- Adhoc admin for 4 farms
- PA to Director
- Back up of laptops and setting up Teams/ Skype meetings
- Covid 19, Health and Safety Rep – Training of Staff for CPR and first aid
- Loading of payroll (Staff daily log)
- Diesel, electricity and helio daily reports
- Monitoring of Staff Daily activity
- Creditors Assistant
- Vehicle Trip sheets and licenses

Reference: Viloshine Pillay 031 533 1085 (Human Resources)

- Vida Nova Consulting (Elite Forex) - Feb 2019 -May 2019

Office Administrator

Duties:-

- Completing forms for clients investments, submitting and processing of new clients, switches, redemptions , Withdrawals
- Handling queries on clients portfolios
- Obtaining statements and adding clients on Investec Portol
- Submitting Tax clearances & emigrations to SARS
- Preparing of meetings
- Adhoc admin
- Liaising with Brokers and Asset Managers
- Daily Trade Advices and Swift Payments to clients
- Loading of BOP trades on Investec Portal (Inward and Outgoing)

Reference : Dale Aiken 071 056 5130

- Megazone Media (March 2018 – Feb 2019)
Sales Manager

Duties:-

- Managing new and existing clients
- Daily running of the sales team (5-10 people)
- Hiring and Training new sales representatives (Hiring of staff/ employment contracts) Held One Seminars which I hosted and training for staff
- Planning, setting sales goals, analyzing data on past performance
- Making advertising packages, sending quotes
- Marketing of segments and the brand
- Setting up appointments and visiting clients
- PowerPoint presentation of the radio station.

Reference : Malchus Naicker 084 622 1076

- Banyan Asset Management PTY (Ltd) -February 2016 To 28 February 2018

Administration Clerk/Office Manager

Duties:-

- Managing the reception and incoming calls
- All paper work regarding subscription & redemption of client's funds, with various investment companies and fund custodian companies
- Personal assistant to Director and CEO
- Daily running of the office
- Booking of flights and accommodation for Directors (Arranging meetings and venues)
- Releasing and loading of monthly payments
- All Human resources function (Hiring of staff/ employment contracts)

General office administrative work including:

- Typing & administration of emails;
- Filing of company & client's documentation;
- Managing & filing of client FICA documents;
- Managing & filing of all supplier invoices to be paid
- Managing company documents in google drive
- Liaising with company management & their clients

Reference: Tertuis Rehlan 082 880 8888/ 031 942 0008

- Nirvesh Financial Services – Umhlanga (January 2014-February 2016)

Duties:-

- Admin Assistant
- Long Term & Short Term Insurance
- Assisting Compliance Department, (FSB)
- Client Policy reviews, amendments and updates
- Claims
- Data capturing
- Marketing assistance
- Minutes of Meeting

Reference: Kishore Maharaj 0837762275

- Old Mutual Financial advisor – contract based 3 months

Duties:-

- Build and maintain client bases
- Marketing to new & existing clients,
- Quotes & Submissions,
- Client Policy reviews,
- Claims/ data capturing
- Conduct seminars and workshops on financial planning

- Joseph Grieveson (Pty) Ltd Receptionist/Admin Clerk(2012-October 2015)

Duties:-

- Capturing & working out Trenstar figures for the month end
- Setting up meetings
- Booking of flights
- Checking of maintenance records
- All round Admin
- Record number of loads to factory
- Pull out job cards & attach delivery notes for invoicing
- File all documents-quotes/job cards etc
- Control stationery (Record, maintain, order)
- Request statements and invoices at month end
- Assist in reconciling creditors at month end
- Receive daily Security Gate sheet and give to Financial Accountant for signing.
- Responsible for Switchboard and answering calls

Reference: Mr Terence Wooley – (031) 5073640

- Naartjie Kids- Senior Sales Assistant (June 2009 – 2012)

Duties: -

- Responsibility and accountability of the store
- General Administration
- Manage shrinkage and control stock takes
- POS process Management
- Process Improvement
- Operational Planning
- Customer Care
- Merchandising principles and marketing implementation
- Operations policy and procedures
- Ensure that all expenses are in line with budget
- Drive turnover
- Ensuring of stock levels are in line with the required company benchmark -Store profits
- Checking and dispatching of boxes
- Authorizing
- Receptionist
- Issuing Of Marine Certificates & Invoices

Reference: Zakara Khan -031 566 4444

- G.K. Insurance & Risk management services CC – (3 Months -2009)

- Duties:-
- Issuing Of Marine Certificates & Invoices
- All Admin Work
- Minutes of meetings
- Switchboard
- Registration of claims
- Renewals of policies
- Weekly Payments
- Commercial, Personal, Goods In Transit, Heavy Commercial Insurance Certificates/ Renewals
- Closing Of Claims
- Setting up meetings
- Quotations
- Monthly Time Management
- Receptionist

Reference: Mr Joe Kishoon – (031) 539 5574 (0828902640)

Main Achievements

List Achievement

- Diploma in Aromatherapy, Reflexology and massage therapist - The Beauty Special Training Centre
- Actor in The Grey town Girl

Selective Interests

- Dancing
- Volleyball
- Reading
- Marketing

Notice Period – One Month