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| Biographics  * D.O.B – 07/09/1997 * Nationality – South African * Languages – English * Afrikaans * Location – Western Province, Cape Town * Gender – Female | Summary about myself I am reserved but I come out of my shell once I am comfortable. I enjoy running, painting, hiking and various outdoor activities. I do find my energy in my alone time, needing to recharge with a good book.  I am originally from Cape Town, I moved up to Johannesburg work in August of 2021. I came back home in March 2023. I wish to start my career in my hometown, bringing back the multiple perspectives and experiences which I was able to gain in my time in the city of gold.  I am enthusiastic and curious when it comes to the things that interest me. A problem solver. A detail-oriented individual who enjoys marketing, finance and business administration. I believe there is power in diversity, and strength in numbers, it is better to work in a group and lighten the load as opposed to taking on every task on one’s own. I am an active listener, and I believe it aids me in being a leader or a team member, because we are all leaders in our own right.  I believe that I will bring a unique dynamic to your team. |
| Key Skills  * Driver’s license - yes * Time management * Organisational * Communication  Contact detailsPERSONAL EMAILIlsemeyer98@gmail.com CELLPHONE  +2771 801 8159 / +27 72 320 1188 | Experience **BRAND REPRESENTATIVE PUBLICIS COMMERCE  July-November 2023**   * Present to grade 6 and 7 girls at various schools around the Western Cape * Safekeeping of equipment necessary to set up the presentation at each school as well as stockkeeping. * Complete monthly travel log and daily report submission.  FINANCE INTERNSHIP • HITACHI POWER GRIDS • 2021 – 2023  * Accounts receivables: Spearheaded this task and reduced overdues more than anyone else who had this role before me. * VAT payables: Reduced and forged new methods to complete this task in the 18 months I have had at the company. * Systems I used: SAP, Microsoft excel, Microsoft outlook. * Facilitated project controlling through sales order creation * Invoicing customers for orders received Monthly Creditors Reconciliations as well as debtor’s reconciliations. * Managed and maintained flow of sales order releases along with perfect timing order acknowledgements    LEARNERSHIP • MAERSK • 2020 – 2021Fashion job numbers for cost and revenue totals: Worked in fast paced environment and always completed month end costings on time.SYSEMS USED: Kewill accounting softwareCALL CENTER STUDENT ASSSTANT • UWC • 2017 – 2018Most calls answered within the 2-month period achievementCore duties – regulate new application queriesCASHIER • EDGARS • 2016 – 2017Core sales duties – manage customers at checkout, ensure customers are satisfied with service receivedFLOOR ASSISTANT • PEP • 2015 – 2016Cores sales duties – Unpack stock, accommodate customers: Excellent communication skills and customers enjoyed my service.WAITRESS • SPUR • 2014 – 2015  * Core duties – Serve customers: knowing what customers wanted before they even ordered, that was strong customer service.  EDUCATION HIGHER CERTIFICATE IN BUSINESS MANAGEMENT PRACTICES • 2023 • HENLEY BUSINESS SCHOOL NQF 4 MARTKETING CERTIFICATE • 2022 • MAERSK  BCOM ACCOUNTING DEGREE • 2020 • UNIVERSITY OF THE WESTERN CAPE  Graduated 02 April 2020  REMOTE WORK FOUNDATIONS CERTIFICATION •2020 •GITLAB  SAGE PASTEL CERTIFICATE • 2018 • UWC  MATRIC CERTIFICATE • 2015 • SAREPTA SECONDARY SCHOOL  Grade 11&12 top achiever for Economics Involved in extra mural activities |
|  | VOLUNTEER / LEADERSHIP  * + Community clean-up projects such as IPYG Clean up   + Paardeberg mountain retreat church camp councillor 2016-2019 (annual)   + African Women chartered accountants   + Women lead movement   + Participation in vac work programmes at accounting firms   + High School Prefect grade 12 |
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