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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 myselfI 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 details PERSONAL EMAIL Ilsemeyer98@gmail.comCELLPHONE+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 receivedMonthly 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.

EDUCATIONHIGHER CERTIFICATE IN BUSINESS MANAGEMENT PRACTICES • 2023 • HENLEY BUSINESS SCHOOLNQF 4 MARTKETING CERTIFICATE • 2022 • MAERSK BCOM ACCOUNTING DEGREE • 2020 • UNIVERSITY OF THE WESTERN CAPEGraduated 02 April 2020REMOTE WORK FOUNDATIONS CERTIFICATION •2020 •GITLAB SAGE PASTEL CERTIFICATE • 2018 • UWCMATRIC CERTIFICATE • 2015 • SAREPTA SECONDARY SCHOOLGrade 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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