

# Kaydee Greschel Govender

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Johannesburg, South Africa

## Summary

I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

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## Skills

Pastel Evolution, Palladium Accounting, Microsoft Word, Microsoft Powerpoint, Microsoft Outlook, Microsoft Excel

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## Experience

### Au pair

Cultural Care · Denver, CO

10/2021 – 11/2023

- Waking the children
- Dressing infants and toddlers
- Bathing the children
- Playing with the children
- Preparing meals for the children
- Looking after the children's belongings
- Making the children's beds and straightening their rooms
- Doing yhe children's laundry
- Cleaning pp the kitchen after the children eat
- Straightening up the playroom once playtime is over
- Driving children yo and from school, appointments and outings
- Stay at home with the children when the Children are sick or on holidays

### Project Manager

Company Wellness · Fourways Johannesburg

04/2021 – 08/2021

- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

### Debtors and Creditors Clerk/Internal Sales Rep

Floorshq t/a Stoneshield · Malboro Johanessburg

12/2019 – 03/2021

- GRV and capture invoices
- Reconcil supplier accounts
- Compile monthly creditors file

- Compile payment schedule with suppliers, amounts owed and banking details
- Load new supplier accounts on to the system
- Filling in of credit applications
- Load new customer details on the system Follow up on outstanding payments Compile weekly report of all outstanding COD and 30-day accounts Compile weekly report of all new customers Generate quotes for customers Generate sales invoices for Builder's Warehouse, Leroy Merlin and FH Chamberlain Generate invoices Assist walking customers with purchases Follow up on Builders warehouse stock returns and issue credit notes Take card or cash payments from walking customers Postings on social media Assist walking customers by taking their orders and explain products Processing of orders from Takealot • Packing orders for Takealot • Booking courier collections

## Creditor's Clerk

Crossfire Management • Bryanston Johannesburg

06/2017 - 11/2019

- Process supplier invoices on Pastel
- Reconcile supplier accounts
- Monthly filing.
- Attend to the filling in of credit applications.
- Process cashbook.
- Compile monthly payment schedule.
- Resolve supplier queries.
- Assisted suppliers with remittances and proof of payment.
- Load suppliers on pastel
- Prepare sundry payments

## Assistant

Eish Foods • Bryanston Johannesburg

02/2016 - 05/2017

- Greeting and seating customers
- Taking Customer food and beverage orders
- Assisting in meal preparations
- Maintained friendly and professional customer interactions
- Served food and beverage orders

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## Education

### Au pair Certification

Cultural care • USA  
Au pair certification

11/2023

### TEFL Certification

The TEFL academy • Pennsylvania  
TEFL Dimpola

06/2021

### GED

Ferndale High School • Johannesburg  
Maths English Afrikaans Life Orientations Tourism Business Studies Geography

12/2015

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## Languages

English, Afrikaans, Zulu, Spanish

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## Certificates

CPR Certified