

Curriculum Vitae of Fatima Hendricks

Personal Synopsis

- Highly motivated and ambitious individual with
- Excellent organisational skills
- Strong, healthy and dynamic, with great interpersonal and communication skills.

Work Experience

Flexi Cell

Duration: 2007

Sales Consultant - Selling product to potential clients telephonically

Debt Collecting - Consulting clients on their payments

CCQ - Call monitoring of consultants, assisting consultants with their duties

Data Capturer

Tele Tech

Duration: 4 months - 2008

Monyetla 16-week training Program

Bases Covered:

Sales Skills

Excel

Power point

Life Skills

Communication

Grammar

Birkenstock Shoes

Duration: November – December 2008

Duties: Sales Assistant

Tel: (021) 421 4066

Johnston Sportswear

Duration: December – January 2009

Duties: Sales Assistant

Tel: (021) 674 1429

Spilhaus

Duration: 2009 – 30 April 2014

Duties: Sales Assistant

- Assist customers who enter the store
- Assist the Visual Merchandiser with window displays
- Liaised with the Head Office for special orders
- Cash up the sales for the day when closing the store
- Stock taking for the store on a monthly basis
- Ad hoc admin duties when required by Head Office

Spilhaus Head Office

Duration 1 May 2014- 30 June 2016

Duties: Warehouse Assistant

- Liaising with shop staff regarding stock and listings
- Admin for buying department
 - Listing of SKU numbers
 - Correction of listing errors
 - Placing orders for local suppliers
 - Receipting and distributing of the orders
 - Liaising with shops regarding local and international orders
- Active stock management
 - IBT of stock from the warehouse
 - Stock counts, losses and gains
 - Receipting of stock
 - Unpacking and redistribution of excess stock
 - Reconciling invoices against purchase orders
- Defective stock management
 - Checking stock for defects
 - Capturing defective items
 - Liaising with international and local suppliers regarding credit notes for defective items
 - Reconciliation of defective stock and credit notes with the Finance Department
- Transport of stock
 - Packing of stock for transport
 - Booking collection with couriers
 - Quotes for customer deliveries
 - Follow up on urgent deliveries with courier
- Distribution and packing of Visual Merchandising distributed to all stores from CTWH
- Process any sales in CTWH

Pick n Pay Head Office:

Duration 5th December 2016 –30 June 2018

Duties: Support Office

- Check batches for completeness
- Book work on SAP
- Process batches on SAP (Process Invoices)
- Capture into system
- Print batch reports on SAP
- Ensure that batches are in store order
- Check any queries with Team Leader before giving to the regional fixer
- Data capturing – adjustment on invoices
- Follow up on outstanding batches
- Miro – capture outstanding invoices

- Pick n Pay Head Office:

Duration 1st March 2023 – Current

Duties: Support Office (AP)

- Requesting invoices from Vendors/Suppliers
- Matching Po to invoices
- Checking invoices if they have been GR
- Capturing invoices on SAP
- Checking and clearing MIR6 investigating invoices not processed by the automated system (BOT)
- Requesting vendor statements.

- Checking invoices on SAP and Power Apps.
- Paying Vendors via SSR and Manual
- Reconcile and prepare payments for processing
- Capturing credits and reducing amounts on SAP
- Investigate unpaid invoices and solve queries
- Register vendor or portal
- Assisting vendors with submitting statements
- Paying refunds
- Moving incorrect invoices to correct vendors.
- Fixing invoices numbers.
- Correcting vendor accounts while in the pending process

REFERENCES

Spilhaus

(021) 794 0491

Simone Da Silva – Constantia Store Manager

Spilhaus Head Office

(021) 461 7000

Louis Cloete – Operations Manager

Spilhaus Merchandise Manager

Natascha Brown

083 556 0406

Pick n Pay Head office

Fadia Hendricks –Supervisor

Ext. 1292

Pick n Pay Head office

Nontozamo Qotoyi - Supervisor

Tertiary Education

Institution:

Varsity College

Course:

Bookkeeping to Trial balance

Graduation:

Incomplete

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|--------------|---------------------------------------|
| Institution: | The TEFL Academy |
| Course: | Qualifi Level 5 Certificate (168 hrs) |
| Graduation: | Completed (Certified) |

Education

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|-----------------------------------|--------------------|
| Peak View Secondary School | 2000 - 2006 |
| Grade 12 | |

Personal Information

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| ID: | 8612020089086 |
| Driver's License: | Learner's license |
| Nationality: | South African |
| Languages: | English, Afrikaans |
| Health: | Excellent |
| Home Address: | 50 4th avenue Grassy Park |
| Cell phone number: | 082 9478 699 |