**CAREER OBJECTIVE**

A mind troubled by doubt, cannot focus on the course to victory.

**PERSONAL DETAILS**

Language Proficiency : English (fluent), Afrikaans (fluent)

Driver’s License : Code B (I have my own vehicle)

Contact Details : 071 1471 486

**STRENGHTS**

* Patient
* Creative
* Good communicator
* Leadership abilities
* Team player
* Understands the value of hard work
* Hunger and willingness to learn new things

**KEY SKILLS**

* Proficient in Microsoft Office
* Bi-lingual: English and Afrikaans
* Understanding of all Operational System as well as stock/inventory experience
* Attention to detail
* Work well under extreme pressure.
* Adaptable
* Excels at new challenges.

**HIGHER EDUCATION**

Institution : Damelin

Qualification : Bookkeeping/Accounting Diploma

Institution : TEFL

Qualification : 120 Hour TEFL Certification

**EXPERIENCE AND ACTIVITIES**

Institution : AGI (1998 - 2011) – Company went into liquidation

Position : System Administrator/Manufacturing Co-Ordinator

Description : System Administrator for a fully ERP integrated system. Liaison between the programmers as I have the experience on the operational side of the business. Senior Management then requested that I fulfill this role. I have gathered extensive experience with operational procedures and transactions: Support included operationally and administratively.

* Stock – Stock Take and any Transaction related to stock
* Debtors – RFC, Invoices, Credit Notes
* Creditors – GRN, Creditors Invoices
* Cashbook
* Financials – Processing of Accounts to TB
* Production with stock control including (BOMS)

**System Administrator role continues:**

* Responsible for the maintenance, and reliable operation of computer systems
* Install and upgrade computer software and integrate automation processes
* Troubleshoot software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
* Provide documentation and specifications to IT programmers for planning and implementing new or upgrades of IT infrastructure
* Perform or delegate regular backup for operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
* Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related software problems are resolved in a timely manner with limited disruptions
* Responsible for capacity, planning, and database performance

Employment History Continues:

Institution : Copper Development Association (2012 - Present)

Position : Accountant/Office/Administration Manager

Description : Accounts/Financials processed on SAGE Pastel Partner 14.2.2

* Payroll administration – Processed on SAGE VIP
* General Admin – All operational and admin processes
* Projects – Presentations & Events, Marketing(internal as well as external)
* Overseeing and developing marketing campaigns
* Conducting research and analyzing data to identify and define audiences
* Devising and presenting ideas and strategies to board members
* Promotional activities
* Proofreading creative copy
* Maintaining websites and looking at data analytics
* Organizing events and product exhibitions
* Updating databases and using a customer relationship management system
* Co-ordinating internal marketing with organization’s culture
* Manage all campaigns

**INTERESTS**

* Cycling
* Reading

**REFERENCES**

Name : Louise Tullener

Position : Business Analyst

Contact Details : [louise.tullener@gmail.com](mailto:louise.tullener@gmail.com) (She has immigrated)

Name : Rene Fourie

Position : Financial Director

Contact Number : 082 490 2821

Name : Bob Kempthorne

Position : Financial Director/Company Secretary

Contact Number : 082 902 2141

Name : Evert Swanepoel – Current Boss

Position : Chairman

Contact Number : 082 453 3993