



HEIDE-MARIE GEVERS

ABOUT ME

I am a qualified EFL teacher. I have online teaching and training experience. I was the owner of, and managed homework centers and a primary school children. My widespread experience in various industries offers new and exciting opportunities to any team.

SKILLS

- Entrepreneurial
- Interpersonal Skills
- Team Player
- Problem Solver
- Organisational Know-how
- Deadline Driven

LANGUAGES

- English
- Afrikaans
- German
- Zulu (Elementary)

CONTACT ME



083 276 2134



hm.gevers@gmail.com



Pretoria

COMPETENCIES & SKILLS

- Highly effective office administration and diary management
- Extremely organised and flexible
- Skilled in MS Suite
- Excellent written and verbal communication skills
- Proficient in Pastel Accounting & SAGE accounting
- Payroll Management and basic HR functions
- Anicent Amadeus & Call Monitoring Via Aspect
- Experienced in the GAAP POS
- First Aid

EXPERIENCE

EXECUTIVE ASSISTANT

RED ENERGY JAN 2023 - PRESENT

- Diary Management for owner and the entire team
- Management of filing system and upgrading the business to a more efficient system.
- Office administration
- Credit applications with new suppliers.
- Stock management and price negotiations
- Employee admin: contract renewals, expense report management on Xero
- Visa application and administration

CALL CENTER AGENT

MINDPEARL AUG 2022 - DEC 2023

- Booking and rebooking of flights
- Refunding to customers
- Adding chargeable services
- Flight info and general info

REFERENCES

ROLAND BOSSE

Investor - So Smoothies
GM Merchandise and Inventory
Optimisation - Autozone
082 456 6674

JENS GEVERS

General Manager So Smoothies
082 974 5576

MARLENE VAN ROOYEN

CEO Liminal Coaching &
Consulting
083 327 3746

CHRISTELLE HEIKEN

Food Safety Consultant
082 968 1995

EDUCATION

MULTIPLE CERTIFICATES IN COMPUTER LITERACY

2000 - date

PIET RETIEF HIGH SCHOOL CHILDHOOD

1980 - 1984

DEVELOPMENT AND PLAY THERAPY COURSE

2006

OPERATIONS MANAGER

SO SMOOTHIES DEC 2016 - JUL 2022

- Running entire production line, from order to, development, packaging and delivery
- Building an entire production team and training of a production foreman.
- Management of suppliers and stock
- Food safety (GFSI Intermediate Level) Implementation and training development
- HR function: Sage and Payroll

AFTERCARE MANAGER

NG TYGERPOORT NASKOOL JAN '14 - DEC '16

- Staff Manager, fit for purpose recruiter, team leader and work efficiencies manager
- Operations and logistics Manager
- Safety systems development and implementation for staff and children
- Holiday program Development and implementation

OWNER: AFTERCARE

NEXT GENERATION AFTERCARE JAN '02 - DEC '14

- Running the entire business operation of the aftercare.
- Food, activity and staff planning and execution
- Office administration: Pastel, supplier management, customer management.
- Pastel Payroll Payslips, monthly returns and IRP 5's and SARS reconciliations. Bankstatements and collection of fees.
- Over 1000 customers in 11 years started from scratch

SUPERVISOR

TOM NEWBY SCHOOL JAN '98 - DEC '01

OFFICE ADMINISTRATOR

TWK SEPT '89 - MARCH '94

SALES SECRETARY

TOYOTA '86 - '89