



Ivana Henning

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a strong willed worker, eager to enhance and refine my personal development within an organization, to take on the challenges that lie ahead.

It is my aim to make and be part of a successful team that is directly involved in making the organization a success, as I believe I have a role to play in making a success.

- Preferred occupation
 - Administrators
Administrative jobs
 - Personal assistant
Administrative jobs
 - Sales administrator
Sales jobs
 - Production coordinator
Administrative jobs
 - Operations Clerk
Administrative jobs
 - Data capturers
Administrative jobs
 - Receptionist
Administrative jobs
 - Receptionists
Hotel jobs

- Preferred work location
 - South Coast (Ugu)
KwaZulu-Natal
 - East Rand
Gauteng

Contacts and general information about me

- Day of birth: 1993-11-08 (30 years old)
- Gender: Female
- Residential location: East Rand
Gauteng
- Email address: *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period	nuo 2017.11 iki dabar
Company name	Performance Colour Systems
You were working at:	Production coordinator
Occupation	Production Coordinator Assistant
What you did at this job position?	Processing Job Cards in Syspro (Opening & Closures); Capturing of Data in Adhoc & OneBeat (Symphony); Checking Job Costs to assure Job Card closures are correct; Assisting Maintenance support; Preparation of Operations; Meetings daily for mornings & afternoons; General Admin Duties; Process Re-bag requests; To write on stock for Ferro - Brakpan Branch; Printing Monthly Stock Take Sheets Capturing of Monthly Stock Take in Syspro; Printing of Reports & Job Cards from Crystal Reports (Syspro); Providing feedback for Production queries; Assisting the Internal Sales Department from time to time: Processing Sales orders Assisting customers with queries; Requesting & loading of Product pricing Invoicing of Sample Job Cards

Education

Educational period	nuo 2007.01 iki 2011.11
Degree	Grade 12 / Matric
Educational institution	Dr Johan Jurgens Highschool
Educational qualification	Afrikaans Home Language; English First Additional Language; Maths Literacy; Life Orientation; Business Studies; Tourism; Computer Application Technology

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	fluent	fluent	fluent

Computer knowledge

Microsoft Office
 Microsoft Outlook
 Syspro
 Adhoc Data Capturing
 OneBeat Symphony
 SAP Crystal Reports
 Planning Board
 Google Chrome

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-09-00 (10 years)

Salary you wish 15000 R per month

How much do you earn now 12000 R per month