



Chantelle De Nysschen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking dynamic person, a fast learner I have great administrative and leadership skills that adds value to my workplace.

Preferred occupation Administrators
Administrative jobs

Contacts and general information about me

Day of birth 1987-11-27 (36 years old)
Gender Female
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2010.05 iki 2012.10**
Company name Lonmin Platinum UG2 Concentrator
You were working at: Administrators
Occupation office Administrator
What you did at this job position? • Creating Purchase Requisitions (ME52n and ME51N) • Creating job cards on SAP and confirm orders (IW43) • Creating Notifications and follow up on new Notifications created for the plant for maintenance (ih01) on SAP • Budget control-follow up on all outstanding orders and create up to commitments. • Create waybills on SAP (Zway) • Creating Reservations (IH01 Plant Maintenance) on SAP • Create Service entries on SAP (ML81N) on SAP • Relieve maintenance planner when he goes on leave • Filling and office organization • Arranging Year End Functions • Minutes - Managerial morning Meetings • Training - Training Clerk of Works on the SAP System

Working period **nuo 2013.01 iki 2020.02**
 Company name Booyco Electronics
 You were working at: Administrators
 Occupation Branch Administrator
 What you did at this job position? • Assisting Account Managers – Branch accounts (budget control) – Fleet control – P-card Control • All Admin duties • Compiling reports • Receptionist • Filing and Opti Filing • General queries • HR duties – Timesheets, Leave, PPE, Medicals & inductions, medical aids, Pension funds • Stock Control • Petty cash • Compiling of contractors' packs • Booking accommodation and S&T • Following up on quotes and invoices • Repairs process • Minutes – Monthly financial meetings and weekly technical meetings

Working period **nuo 2020.03 iki 2020.12**
 Company name Booyco Electronics
 You were working at: Office manager
 Occupation Accounts Manager
 What you did at this job position? • Managing seven clients' accounts ensuring field work is completed by the workforce • Compiling reports, daily, weekly Monthly • Ensuring all clients stock levels are up to standard • Ensuring commodities and SLA yearly increases are completed • Managing accounts, revenue, and turnover • Debtors and Creditors • Ensuring we keep to client's standards

Languages

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

Computer knowledge

Excellent computer knowledge attended Short courses excel level 2 and 3

Recommendations

Contact person Carel Snyman
 Occupation Area Manager
 Company Booyco Electronics
 Telephone number 0760966393

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2018-08-00 (5 years)
 Salary you wish 16000 R per month
 How much do you earn now 15000 R per month