



# Lee Diedericks

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am currently looking for any position that is available in administration. I am currently employed as a Planning / Merchandising & Warehouse Manager for a Fencing Company, I also manage our receiving and dispatch as well as our Fleet of 7 vehicles and our Repairs division. I am in charge of the costing sheets and monthly costing reports to ensure that all our jobs remain within budget.

I am very hard working, work well under pressure as well as work well with others and independently.

I have vast computer experience and am a fast learner.

if you have anything on your team that you think I would be suitable for please contact me.

Kind Regards

Lee Diedericks

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | South Suburbs<br>KwaZulu-Natal        |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1982-02-07 (42 years old)   |
| Gender               | Female  |
| Residential location | South Suburbs<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2016.05 iki 2021**  
 Company name Alliance Security Fencing  
 You were working at: Manager  
 Occupation Planning / Merchandising & Warehouse Manager  
 What you did at this job position? Planning of installations, Buying of Materials for site, Warehouse Management, Managing the Dispatch and Receiving department, Fleet Manager, Managing the Repairs Division, I also maintained the company's profit reports and costings for jobs,

**Education**

Educational period **nuo 1998 iki 1999**  
 Degree Grade 12 / Matric  
 Educational institution Scottsburgh High School  
 Educational qualification Matric

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | very good      | very good           | very good     |
| Afrikaans | very good      | very good           | very good     |

**Computer knowledge**

Microsoft Word  
 Excel  
 OMNI

**Conferences, seminars**

None

**Additional information**

Driver licenses None  
 Salary you wish R10000 - R20000 R per month  
 How much do you earn now R13000 R per month