



Deshnee Chetty

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration/ Internal Sales/ Project Administration

- * good communication skills
- * problem solving
- * team worker
- *excellent computer skills
- * management skills
- * attention to detail
- * dependable, fast learner, great interpersonal skills

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	West Rand Gauteng

Contacts and general information about me

Day of birth	1990-10-11 (34 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2016.08 iki 2021.01**

Company name Triac Lighting

You were working at: Administrators

Occupation Internal Sales Manager/ Project Administration

What you did at this job position? ✓Switchboard Operator ✓Managing the front desk
 ✓Conducting weekly stock takes ✓Managing stock and Ordering of new stock ✓Receiving and dispatching of stock in line with quality checks ✓Monitoring movement of shipment
 ✓Generating quotations and orders (Use of Sage, Quotient & Zero) ✓Assisting admin manager and CEO with admin related queries ✓Arranging call outs and after hour installations
 ✓Booking of travel arrangement, conferences and meeting rooms ✓Monitor Project Progress & Address potential issues
 ✓Tracking and monitoring of monthly creditors ✓Measure & Report on Project PerformancePoint ✓Track & Update Project progress on Trello ✓Management of numerous client project accounts ✓Tracking deliveries ✓Arranging deliveries and packing slips ✓Preparing handover documentation
 ✓Requesting design packs from designers ✓Calling creditors and facilitating payments ✓Arranging handover dates with client and technicians ✓Conducting credit checks on creditors
 ✓Updating clients on stock delivery dates & arranging delivery as per client deadline ✓Prepare weekly reports, designs and control the project schedules for each project ✓Set up project file folders (Electronic & Hard copy) ✓Generating Purchase orders ✓Meeting Minutes ✓Ensure supplier acknowledges PO & confirm delivery dates ✓Managing the warehouse , deliveries and receiving stock ✓Working on drawings with designers and manager ✓Conducting monthly stock counts ✓Invoicing
 ✓Assisting technicians with calls outs and payments ✓Assisting Manager with catalogs ✓Ordering and inspection of stock
 ✓General customer service to walk in clients as well as suppliers

Working period **nuo 2015.06 iki 2016.08**

Company name Decisions Gifts

You were working at: Receptionist

Occupation Receptionist

What you did at this job position? ✓Answering and forwarding calls to respective employees
 ✓Taking messages and forwarded to respective people
 ✓Opening and distributing of mail ✓Filing, Labelling of files, Faxing documents, Archiving ✓Calling customers for invoices and statements ✓Assisting customers with queries ✓Checking and Allocating Stock ✓Setting up products in showroom
 ✓Setting up products at SCARDA exhibition ✓Generating invoices when needed ✓Following up with COD payments
 ✓Preparing and distributing of catalogues and pricelists
 ✓Assisting sales reps, customers and suppliers with general queries

Education

Educational period **nuo 2020.07 iki 2020.10**
 Degree Certificate
 Educational institution Damlin
 Educational qualification Project Management short online course
 I could work Project Manager assistant

Educational period **nuo 2012.03 iki 2012.03**
 Degree Certificate
 Educational institution Careers 2000
 Educational qualification Pc skills
 I could work Receptionist/ Administration/ clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Word, Excell , PowerPoint

Additional information

Your hobbies Cooking
 Photography
 Reading
 Hiking
 Music

Driver licenses None

Salary you wish 18000 R per month

How much do you earn now 15000 R per month