



# Eloise Fleischer

Curriculum Vitae (CV)

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

I am looking for any Administration related position, I am well- experienced in Credit Control, Debtors Control, Stock Control, Junior Management and Supervising, with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals.

I am a fast learner and ready to leverage training and experience to take on new professional challenges.

### Preferred occupation

**Administrators**

Administrative jobs

**Debtors clerk**

Administrative jobs

**Creditors Clerk**

Administrative jobs

**Branch Controller**

Administrative jobs

**Inventory Clerk**

Administrative jobs

**Regional Administrator**

Administrative jobs

### Preferred work location

**Klerksdorp**

North West

**Potchefstroom**

North West

## Contacts and general information about me

Day of birth

1969-04-02 (55 years old)

Gender

Female

Residential location

**Potchefstroom**

North West

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	<b>nuo 2001.07 iki 2008.06</b>
Company name	Chubb Electronic Security Inland North
You were working at:	Supervisors
Occupation	Branch Controller and Regional Administrator
What you did at this job position?	<ul style="list-style-type: none"><li>• Oversaw all administrative and record-keeping functions in the North West Region (Mafikeng, Rustenburg and Brits).</li><li>• Oversaw all Stock and Consignment stock.</li><li>• Oversaw all Payroll Time-sheets and Commissions</li><li>• Oversaw all Sale Representatives and Commissions</li><li>• Earned top place in region due to achieving 95% on Audits.</li><li>• Oversaw all Cashbooks for the Region</li><li>• Oversaw all Debtors and Creditors for the Region</li><li>• Oversaw all Administration for the region</li><li>• Financial reports on a monthly basis</li><li>• Budget Control for the Region</li><li>• Inter-company Journals for the Region</li><li>• Branch Visits</li><li>• Branch Audits before Final External Audits</li><li>• Monthly reports for Head-office for the Region</li></ul>

**Additional information**

Salary you wish	12000 R per month
How much do you earn now	4500 R per month