



Laetitia Chetty

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative position

Microsoft word

Excel

PowerPoint

SAP

Invoicing

Capturing

Preferred occupation

Administrators

Administrative jobs

HR intern

Management, human resources jobs

Manufacturing jobs

Manufacturing jobs

Preferred work location

North Coast

KwaZulu-Natal

South Coast (Ugu)

KwaZulu-Natal

Contacts and general information about me

Day of birth 1997-01-13 (27 years old)

Gender Female

Residential location **North Coast**
KwaZulu-Natal

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 2021.03 iki 2023.12**

Company name Remax Marine

You were working at: Administrators

Occupation Administrator

What you did at this job position? • Answer and direct phone calls • Organize and schedule appointments • Type and distribute email, correspondence memos, letters and forms to clients. • Assist in the preparation of regularly scheduled reports • Develop and maintain a filing system • Provide general support to clients and deal with complaints. • Act as the point of contact for internal and external clients • Liaising with Chairman and Trustees/owners in the absence of the Portfolio Manager • Ensuring all information is kept up to date on inhouse system • Assisting with maintenance issues; create job cards, obtain quotes for approval. • Management of emails (continuous correspondence with clients within 24h turnaround time) • Ensuring invoices are authorized and paid timeously • Attending of Annual General Meetings, budget meetings and monthly Trustee meetings. • Assist with completing workflows after meetings. • Other administrative duties

Working period **nuo 2019.11 iki 2021.11**

Company name RDSS INDUSTRIES

You were working at: Manager

Occupation HR manager

What you did at this job position? • Management of health, safety and environmental compliance • Leading, training and developing the staff complement of 40 employees • Providing superior customer service in line with franchisor expectations • Generally ensuring compliance with franchise agreement, regulations and operating standards • Growing the business through optimization of the convenience store and acquisition of new business customers. • Manage the recruitment and selection process • Manage weekly rosters and timesheets • Support current and future business needs through the development, engagement, motivation and preservation of human capital • Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. • Nurture a positive working environment • Oversee and manage a performance appraisal system that drives high performance • Assess training needs to apply and monitor training programs • Report to management and provide decision support through HR metrics • Ensure legal compliance throughout human resource management

Education

Educational period **nuo 2021.03 iki 2023**

Degree Certificate

Educational institution Umfolozi College

Educational qualification N2 HR management

Educational period **nuo 2019.03 iki 2020.10**
 Degree Certificate
 Educational institution Umfolozi College
 Educational qualification N2 engineering

Educational period **nuo 2014.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Richard's bay secondary school
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

- MICROSOFT WORD
- MICROSOFT EXCEL
 - OUTLOOK
 - MICROSOFT TEAMS
 - POWER POINT
 - SAP RETAIL
 - WECONNECTU

Additional information

Your hobbies Gyming
 Fishing

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2015-06-00 (9 years)

Salary you wish R13000 R per month

How much do you earn now R9000 R per month