



# Riaan Van Der Vyver

Curriculum Vitae (CV)

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

- \* Divisional Risk & Admin Manager
- \* General Risk & Admin Manager
- \* Regional Risk & Admin Manager
- \* Area Manager
- \* Branch Manager
- \* Trainee Branch Manager
- \* Assistant Branch Manager

I am confident that I can be of value to the organization in question and the customers & service providers they serve. Please feel free to call me to set up an interview, or if you need more information. I look forward to hearing from you.

Preferred occupation                      General or Divisional or Regional or Area or Management, human resources jobs

Preferred work location                      Cape Town  
Western Cape

My position as Divisional Risk and Admin Manager for Incredible Connection & HiFi Corp has been

**Contacts and general information about me**

affected (Retrenchment), my last day with the JD Group (Consumer Electronics and Appliances Pty

Day of birth                                      1974-05-29 (50 years old)  
Ltd) (Incredible Connection & HiFi Corp) was the 9th of June 2016.

Gender    Male

Residential location                              Cape Town  
With more than 19 years Management, Retail Store, Risk and Admin experience etc, I am a  
Western Cape

passionate hard working and committed individual who works diligently and with integrity.

Telephone number                              Information is available only for registered users.

[Sign in](#)

Email address                                      Information is available only for registered users.

[Sign in](#)

I have achieved the best shrinkage as well as highest sales target results, cash management, risk & administration management and stock file integrity standards in the JD Group / Incredible

**Work experience**                              Connection on numerous occasions. My contributions in various roles assisted my teams / department to achieve all their KPI's and incentive targets for many years running.

As General Risk & Admin and most recently Divisional Risk & Admin Manager I have overseen 50 stores (16 HiFi Corp, 34 Incredible Connection stores) (5 Regional Managers) including 2 warehouses namely: HiFi Corp Cape and Phoenix / Durban warehouses).

I have excellent attention to detail, high administration, cash management, risk & security management, performance & self management, project & program management; service & supplier management, store & region / division management; negotiation, loss prevention, industrial relations, corporate governance, merchandising, sales target achievement, inventory management, stock file integrity standards, business acumen, SAP exposure, relevant legislation, judgment, decision making, coaching & development, interpersonal, verbal & written communication skills etc and the ability to lead teams successfully.

I am also an effective operator (refer to operations experience / store management etc), able to produce the best possible results, to deliver on time and always eager to take on more that is required of my role.

Working period	<b>nuo 2015.07 iki 2016.06</b>
Company name	INCREDIBLE CONNECTION AND HIFI CORP - (CASH DIVISION) JD CONSUMER ELECTRONICS & APPLIANCES (PTY) LTD
You were working at:	Other jobs
Occupation	Divisional Risk & Administration Manager
What you did at this job position?	<p>Due to restructuring my title changed to Divisional Risk and Admin Manager for Incredible Connection &amp; HiFi Corp in July 2015, responsibilities and duties however remained the same. Division consisted of 50 stores covering Western &amp; Eastern Cape, Free State; KZN and Namibia. (16 HiFi Corp and 34 Incredible Connection stores including HiFi Cape &amp; Phoenix Warehouses). Responsibilities &amp; Duties:</p> <ul style="list-style-type: none"> <li>• Overseeing Administration Audits.</li> <li>• Achievement of Group Administration Standards: IC Avg 88% and HiFi Avg 85%.</li> <li>• Maintaining and Development of Admin, Loss prevention and Risk Management policies &amp; procedures as well as scorecards / Audit reports.</li> <li>• Management of Service providers. (CIT, Security, Alarm, Cleaning service providers etc)</li> <li>• Contract Negotiation including day to day negotiations with relevant service providers.</li> <li>• Managing of all claims with relevant service providers. (Guarding, stock losses etc).</li> <li>• Managing of Store / Business Legal Compliance to OHASA; Film &amp; Publications Act; TV license and Copyright Act etc. (Providing Management Assurance).</li> <li>• Risk Management: Investigations w.r.t incidents and losses, giving recommendations &amp; implementing measures to mitigate risk. (Arranging polygraphs etc).</li> <li>• Minimizing Financial Write Offs.</li> <li>• Project &amp; Program Management. (New stores; Relocations; Revamps; Closures etc). i.e.: Planning; costing; ordering &amp; administering installations of all security; cleaning, H&amp;S equipment and services etc. (i.e.: All Alarms; Pepper gas; CCTV; Safes, Fire &amp; First Aid equipment, Biometric &amp; EAS system etc. (For all projects and daily running of stores).</li> <li>• People / Staff Management.</li> <li>• Managing and maintaining incidents on JDG-FAIMS System. (Theft; fraud; injuries etc).</li> <li>• Management of all incidents: break-ins; armed robberies, hijacking; water/fire damage etc</li> <li>• Arranging and administering training for stores i.e.: OHASA; Fire Fighting; First Aid and relevant SAP &amp; Admin Training etc.</li> <li>• Managing and communicating weekly &amp; monthly scorecard /Audit &amp; Shrinkage results.</li> <li>• Managing and communicating monthly Security &amp; OHASA Matrix. (Analyzing report).</li> <li>• Management of and reporting on monthly reports: Stock Loss report; High Risk Stores; Successes &amp; Incidents; Safety &amp; Security and other general reports etc.</li> <li>• Managing and communicating weekly store alarm test history reports.</li> </ul>

Working period **nuo 2013.07 iki 2015.07**

Company name INCREDIBLE CONNECTION AND HIFI CORP - (CASH DIVISION) JD  
CONSUMER ELECTRONICS & APPLIANCES (PTY) LTD

You were working at: Other jobs

Occupation General Risk & Administration Manager

What you did at this job position? Promoted to General Risk and Admin Manager for Incredible Connection & HiFi Corp in 2013. Division consisted of 50 stores covering Western & Eastern Cape, Free State; KZN and Namibia. (16 HiFi Corp and 34 Incredible Connection stores including HiFi Cape & Phoenix Warehouses). Responsibilities & Duties: • Overseeing Administration Audits. • Achievement of Group Administration Standards: IC Avg 88% and HiFi Avg 85%. • Maintaining and Development of Admin, Loss prevention and Risk Management policies & procedures as well as scorecards / Audit reports. • Management of Service providers. (CIT, Security, Alarm, Cleaning service providers etc) • Contract Negotiation including day to day negotiations with relevant service providers. • Managing of all claims with relevant service providers. (Guarding, stock losses etc). • Managing of Store / Business Legal Compliance to OHASA; Film & Publications Act; TV license and Copyright Act etc. (Providing Management Assurance). • Risk Management: Investigations w.r.t incidents and losses, giving recommendations & implementing measures to mitigate risk. (Arranging polygraphs etc). • Minimizing Financial Write Offs. • Project & Program Management. (New stores; Relocations; Revamps; Closures etc). i.e.: Planning; costing; ordering & administering installations of all security; cleaning, H&S equipment and services etc. (i.e.: All Alarms; Pepper gas; CCTV; Safes, Fire & First Aid equipment, Biometric & EAS system etc. (For all projects and daily running of stores). • People / Staff Management. • Managing and maintaining incidents on JDG-FAIMS System. (Theft; fraud; injuries etc). • Management of all incidents: break-ins; armed robberies, hijacking; water/fire damage etc • Arranging and administering training for stores i.e.: OHASA; Fire Fighting; First Aid and relevant SAP & Admin Training etc. • Managing and communicating weekly & monthly scorecard /Audit & Shrinkage results. • Managing and communicating monthly Security & OHASA Matrix. (Analyzing report). • Management of and reporting on monthly reports: Stock Loss report; High Risk Stores; Successes & Incidents; Safety & Security and other general reports etc. • Managing and communicating weekly store alarm test history reports.

Working period	<b>nuo 2006.01 iki 2013.07</b>
Company name	INCREDIBLE CONNECTION (CONNECTION GROUP HOLDINGS LTD) MEMBER OF JD GROUP
You were working at:	Other jobs
Occupation	Regional Risk and Administration Manger for Incredible Connection and Photo Connection
What you did at this job position?	<p>Promoted to Regional Admin Manager for Incredible &amp; Photo Connection stores. (Coastal Region). Region consisted of 10 Incredible Connection and 11 Photo Connection stores. Photo Connection stores were sold by the company more or less towards the beginning of 2007, region then consisted of 13 Incredible Connection stores. During the period of 2006 - 2008 an Assistant Regional Manager was appointed to me who reported directly to myself w.r.t Photo Connection as well as certain Incredible Connection stores. As the Region grown bigger (with another 5 stores) it was decided to split the region in two. My Assistant Regional Manager was then promoted to Regional Admin Manager and stores divided. From 2008 - 2013 my region consisted of 11 Incredible Connections stores. (Covering stores in: Western &amp; Eastern Cape as well as Namibia). Responsibilities &amp; Duties:</p> <ul style="list-style-type: none"> <li>• Conducting Administration Audits in 11 Stores.</li> <li>• Achievement of Group Admin Standards Avg 85%.</li> <li>• Maintaining and Drafting of Group Admin Policies &amp; Procedures.</li> <li>• Management of Security &amp; Alarm Service Providers.</li> <li>• Managing of Store Legal Compliance to OHASA; Film &amp; Publications Act; TV license and Copyright Act etc.</li> <li>• Investigations w.r.t incidents &amp; losses giving recommendations for actions to be taken and amending policies &amp; procedures accordingly to mitigate risk.</li> <li>• Minimizing Financial Write Offs; Weekly follow up on stores Centre Vouchers; Inter Branch Transfers; Trade, Repair &amp; Repair Charge Accounts; Special Order Queries; shorts &amp; overs w.r.t cash / credit cards etc.</li> <li>• Project Management ( i.e: new stores: ordering; administering; installation of all security equipment &amp; services; cleaning services; speed points; Fire equipment; guarding etc.</li> <li>• Arranging and administering training for stores i.e: OHASA; Fire Fighting; First Aid and relevant Admin Training; consolidating and communicating all info w.r.t Ohasa &amp; Security for the entire IC Group monthly; Consolidating all maintenance &amp; Ohasa issues for the Property Exec monthly etc.</li> </ul>

Working period **nuo 2004.01 iki 2006.01**

Company name INCREDIBLE CONNECTION (CONNECTION GROUP HOLDINGS LTD) MEMBER OF JD GROUP

You were working at: Managers

Occupation Branch Manager

What you did at this job position? Promoted to Branch Manager of Incredible Connection WHK –Namibia. Achieved best audit & stock loss results in Incredible Connection Group two years in a row. In addition to the role as Incredible Connection Branch Manager, was also appointed as Acting Area Manager for the Photo Connection Windhoek Branch from 21 February 2005. Responsibilities & Duties: • Running of store. • Promoting Turnover. • Promoting customer Service. • Managing & Developing of Staff. • Managing of Routine Administration. • Sales Management. • Managing Safety & Security. • Managing Controllable Expenses. • Managing of Stock Administration. • Stocktaking. • Merchandise and housekeeping. • Managing technical department to ensure optimum service & profit levels etc.

Working period **nuo 2002.08 iki 2004.01**

Company name INCREDIBLE CONNECTION (CONNECTION GROUP HOLDINGS LTD) MEMBER OF JD GROUP

You were working at: Managers

Occupation Assistant Branch Manager (Also acting trainee BM)

What you did at this job position? Incredible Connection opened in WHK Namibia in 2002 (2nd International store of Group). I was appointed as Assistant Branch Mgr / Trainee Mgr reporting to a temp JHB branch mgr who was sent to WHK – Namibia on a temporary work visa to open and assist me with the new branch. Due to the store been based outside SA borders the store had very little support from the H/O which are based in JHB. This made the store unique to other IC stores as the store on a day to day and monthly basis with very little assistance from the H/O had to deal with their own bank accounts; debtor customer's w.r.t accounts / payments / reconciliations / VAT payments etc. Being from a clothing retail back round I had to adapt & learn how an IT retailer operates. For ±12 to 18 months I underwent daily training with the temp branch mgr. During training covered all areas w.r.t various different IT products; technical repairs; Microsoft laws; merchandising etc). Prior to the opening of the new store – I also attended induction / training / various computer / IT and product knowledge courses in JHB for a period 3 to 4 weeks. Responsibilities & Duties: • Running of store. • Promoting Turnover. • Promoting customer Service. • Managing & Developing of Staff. • Managing of Routine Administration. • Sales Management. • Managing Safety & Security. • Managing Controllable Expenses. • Managing of Stock Administration. • Stocktaking. • Merchandise and housekeeping. • Managing technical department to ensure optimum service & profit levels etc.

Working period **nuo 2000.10 iki 2002.07**

Company name TOTALSPORTS (MEMBER OF THE FOSCHINI GROUP)

You were working at: Managers

Occupation Branch Manager

What you did at this job position? I was offered a position as Manager at Totalsports (Part of the Foschini Group) and therefore I accepted the transfer. Responsibilities & Duties: • Running of store. • Promoting Turnover. • Promoting customer Service. • Managing and Developing Staff. • Managing routing Administration. • Managing Security. • Managing Controllable Expenses. • Managing Stock Administration. • Managing presentation of Merchandise. • Managing housekeeping etc. Due to good performance and results I was trusted with more responsibilities. Still being the Branch Manager of Totalsports, I was appointed as the Acting Manager of Sportscene, Windhoek (Also part of the Foschini Group – Sports Division) for a period of 6 months – from February 2001 till end July 2001. (I now had 2 branches to run). Once again, due to good performance and results in both branches, my duties were extended even more. In August 2001 we decided to appoint a manager at Sportscene. By that time I was given 2 more branches to supervise – Swakopmund – Sportscene and Walvisbay Sportscene. In total I now had 3 stores to supervise – SWK, Wbay and WHK – Sportscene stores were given to me; due to: The area manager was based in South Africa and can only visit these branches once per month or sometimes once in two months; therefore I was assisting the area manager in his duties. At the time I was the most senior manager of the Sports Division in Namibia.

Working period **nuo 1998.01 iki 2000.09**

Company name MARKHAMS (MEMBER OF THE FOSCHINI GROUP)

You were working at: Managers

Occupation Trainee Manager (Acting Assistant Manager)

What you did at this job position? Started as a Trainee Manager. (Acting as Assistant Manager). During training covered all areas; for example; Sales; Credit Promoter; Stockroom Manager; Floor Manager & Store Manager. Did final training for store Manager (Developing Manager's course – period 6 months). I was offered the position of Store Manager – Swakopmund. Due to circumstances I could not accept the offer. (At the time there were no openings for Managers positions – therefore awaited position to open). Responsibilities & Duties: • Running of store i.e.: managing stockroom. • Receiving and transferring of stock. • Stocktaking. • Processing stock counts monitoring of stock levels. • Stock administration. • Cash up and Banking. • Petty cash. • Office administration. • Managing staff. • Customer service. • Consolidation of reports for Head Office and Branch's i.e.: casual schedules, daily figures, monthly feedback lists etc. • Day to day correspondence to branches i.e.: Customs & Excise forms, commodity codes, transferring of stock etc.

Working period **nuo 1996.01 iki 1998.01**  
 Company name MR PRICE (SPECIALITY STORES LTD)  
 You were working at: Managers  
 Occupation Assistant Branch Manager  
 What you did at this job position? Assistant Branch Manager at various branches, reporting to the Branch Manager. Responsibilities & Duties: • Day to Day running of the store • Managing staff • Cash up and Banking • Office administration • Merchandising and Housekeeping • Key Holder • Stock takes • Maintaining of Stock file

Working period **nuo 1991.01 iki 1993.12**  
 Company name VIDEORAMA (WINDHOEK)  
 You were working at: Shop assistants  
 Occupation Sales Assistant & Cashier - (Holiday Job while at School)  
 What you did at this job position? Opening & Closing Procedures, Cash up's, Customer Service, Working with membership applications, Renting of videos.

Working period **nuo 1991.01 iki 1993.12**  
 Company name FOREVER YOUNG CLOTHING (WINDHOEK)  
 You were working at: Shop assistants  
 Occupation Sales Assistant & Cashier - (Weekend Job while at School)  
 What you did at this job position? Opening & Closing Procedures, Cash up's, Customer Service, Stock taking, Merchandising.

**Education**

Educational period **nuo 1988.01 iki 1993.12**  
 Degree Grade 12 / Matric  
 Educational institution Academia High School  
 Educational qualification Senior (Matric) Certificate  
 I could work At School

Educational period **nuo 1994.01 iki 1995.12**  
 Degree Diploma  
 Educational institution Cape Technikon  
 Educational qualification Personnel Management (Incomplete)  
 I could work Course incomplete (Did not complete course)

**Languages**

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

**Computer knowledge**



Microsoft Office: Word; Excel; Powerpoint.

Microsoft Outlook: Email; Internet

SAP

### **Conferences, seminars**

SAP for Cash Management Course - August 2015.

(Incredible Connection & HiFi Corp).

Selling Skills - July 2004.

(Incredible Connection)

Health & Safety Representative - April 2007.

(Incredible Connection)

Fire Fighting & Evacuation Fire Safety - April 2007.

(Incredible Connection)

Credit Promoter - February 1999

(Markhams)

Floor Manager Course - October 1999

(Markhams)

JDA System - September 1999

(Markhams)

Clothing product knowledge - November 1999

(Markhams)

Sunglasses product knowledge - November 1999

(Markhams)

Store Manager Course - April 2000

(Markhams)

### **Recommendations**

Contact person Jan Swanepoel  
Occupation Group Risk Audit & Admin Mgr (Previous IC & Hifi Risk & Admin Exec)  
Company Busby  
Telephone number 072 417 7266  
Email address jans@busbyhouse.com

Contact person Morne de Klerk  
Occupation GM Risk & Administration Manager  
Company Incredible Connection  
Telephone number 084 441 6489  
Email address MorneD@incredible.co.za

Contact person David Miller  
Occupation CEO (Previous Incredible Connection CEO)  
Company Millerstewart  
Telephone number 082 499 1115  
Email address millerstewart@mweb.co.za

Contact person Tristan Haine  
Occupation Operation Executive  
Company HiFi Corporation  
Telephone number 083 707 1320  
Email address TristanH@jdg.co.za

Contact person Ian Miles  
Occupation Senior Risk Manager (Previous IC & HiFi Group Risk & Admin GM)  
Company Tassel Pty LTD Australia  
Telephone number +61 418 280 706  
Email address ianmiles01@gmail.com

Contact person Hendrik Nell  
Occupation Owner (Previous IC & Hifi Risk & Admin Exec)  
Company Retail Training & Consulting Services  
Telephone number 071 240 5000

Contact person	Henco van Eck
Occupation	Divisional Operations Executive (Inland South)
Company	Clicks
Telephone number	082 883 6036
Email address	henco.vaneck@clicksgroup.co.za

Contact person	Andreas Avrabos
Occupation	Operations Manager (Previous Incredible Connection Divisional Mgr)
Company	Hyper Psaro
Telephone number	083 260 3753

Contact person	Fred Louw
Occupation	Ops Executive
Company	Fidelity
Telephone number	082 654 0937
Email address	FredL@fidelitysecurity.co.za

#### **Additional information**

Your hobbies	Computers; music; movies; gardening
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Salary you wish	R30,000.00 R per month
How much do you earn now	R48,296.00 R per month