



# Natasha Matthews

Curriculum Vitae (CV)

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

I should be hired, because:

I believe in myself in respect to my capabilities and competencies to execute my duties beyond expectations. I am a confident and strong person with a spontaneous, friendly attitude. I firmly believe in excellent customer service, especially when building lasting and trusting relationships with new and existing customers. Not only do I do what is expected of me, I go far and beyond the extra mile for my employer and customer. I am very hard working, loyal, honest and I practice strict confidentiality and am a little bit of a perfectionist. I can honestly say that I am a definite asset to any employer, company or customer. I have a natural knack for sales and marketing and honestly just need that little foot in the door to prove myself. I am a team player, but equally competent in working independently. I pay strict attention to detail and observe people closely and that aids me in knowing what they might like or dislike. I am professional in anything I do, because I believe your image, personality and word is your trademark and signature move.

Preferred occupation

DebtorCreditors Clerk Administration  
Sales jobs

o Sales SupportCoordinator Merchant Services  
Sales jobs

Standards Coordinator Sales Administrator Ass  
Sales jobs

Other jobs  
Other jobs

Preferred work location

Port Elizabeth  
Eastern Cape

Uitenhage  
Eastern Cape

Garden Route George Knysna  
Western Cape

## Contacts and general information about me

Day of birth 1977-03-12 (47 years old)

Gender Female

Residential location	Port Elizabeth Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.06 iki 2018.12</b>
Company name	CILO TIMBER PRODUCTS
You were working at:	Carpenters
Occupation	Debtor/Creditors Clerk / Administration Executive
What you did at this job position?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wages - Pastel Payrol (Sage)l</li> <li><input type="checkbox"/> IRP 5's</li> <li><input type="checkbox"/> Absentees Record</li> <li><input type="checkbox"/> Typing of Quotations and Tenders</li> <li><input type="checkbox"/> Answering Telephones</li> <li><input type="checkbox"/> Account Recons - Creditors</li> <li><input type="checkbox"/> Credit Control - Contacting Debtors for outstanding monies not paid on their account</li> <li><input type="checkbox"/> Working with all aspects of Debtor Control</li> <li><input type="checkbox"/> General admin duties</li> <li><input type="checkbox"/> Any other duties that are required</li> </ul>

Working period	<b>nuo 2010.11 iki 2013.07</b>
Company name	FIRST NATIONAL BANK - BLOEMFONTEIN
You were working at:	Banking
Occupation	o Sales Support/Coordinator - Merchant Services: Business Bank
What you did at this job position?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Customer Services: Manage client services request for the region. Coordinate client queries to relevant sales representative. Manage client complaints and queries and provide prompt feedback. Offer solution driven results to both internal and external queries.</li> <li><input type="checkbox"/> Operations, Compliance &amp; Risk: Implement and maintain business processes that adhere to company requirement/standards. Manage reports and ensure prompt action and execution. Manage effective roll out of projects, performance and implementation. Manage deadlines at all times and quality check capturing.</li> <li><input type="checkbox"/> Financials &amp; Sales: Drive sales growth through following up on sales consultants sales actions and new business and existing business relationships in order to achieve targets. Manage rate reviews to ensure retention of existing business.</li> <li><input type="checkbox"/> People, Innovation and Development: Demonstrate improvement in internal surveys by contributing to most innovative banking solutions. Log Innovations on site for consideration.</li> </ul>

Working period **nuo 2007.06 iki 2010.06**

Company name General Motors - CP Nel Motors Mossel Bay

You were working at: Other jobs

Occupation o Standards Coordinator, Sales Administrator & Assistant to Dealer Principal

What you did at this job position? □ Duties as Standard Coordinator:Ensured that General Motors standards was maintained and adhered to at all times. Ensured that all departments within the dealership complied with General Motors standards. Compile audit reports for General Motors to ensure compliance. Coordinated the compliance training of all Dealer staff. □ Duties as Stock Controller:Update and maintenance of vehicle data base. Manage stock levels with suppliers and dealership. Maximize stock control with new and used vehicles. Maintain and ensure correct costing applied with stock purchases and vehicle sales. □ Duties as Assistant to Dealer Principal: Manage the admin responsibilities of sales consultants according to General Motor standards. Invoice all new vehicle sales. Manage administrative system. Manage the hand over & delivery procedures performed by the sales consultants. Ensure that excellent customer service standard is adhered to at all times. Coordinate the activities of cleaners, drivers and assistant sales staff

**Education**

Educational period **nuo 1990.01 iki 1995.12**

Degree Grade 12 / Matric

Educational institution DE AAR HIGH SCHOOL

Educational qualification • Grade 12 - De Aar High School o Afrikaans o English o Biology o Home Economics o Typing o Business Economics

**Languages**

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

**Computer knowledge**

- Microsoft Office (Email, Excel, Word, Power Point, info path & publisher)
- LAAM Training - General Motors (In-house Training)
- Hogan CIS (FNB)
- Remedy (FNB)
- EPICOR (Ian Fuller Agencies)
- Pastel Payroll (Sage)
- Internet

**Recommendations**

Contact person Barbara Louw  
Occupation HR Manager  
Company CILO TIMBER PRODUCTS  
Telephone number 0824403640  
Email address cilotimber@live.co.za

Contact person NICO SMUTS  
Occupation Branch Manager  
Company IAN FULLER AGENCIES  
Telephone number 0849510032

Contact person Kenneth Cupido  
Occupation Dealer Prinicpal  
Company CP Nel Motors Mossel Bay  
Telephone number 0835371596

#### **Additional information**

Your hobbies Horse Riding  
Dancing  
Swimming  
Painting / Drawing  
Reading  
Listening to Music

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2001-07-00 (23 years)

Salary you wish 10 000 R per month

How much do you earn now 5 000 R per month