



# Frederik Kruger

Curriculum Vitae (CV)

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

I have had extensive work experience working for Build it - Kimberley (branch of the year 2017) where I had the position as Supervisor for the past few years, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team. I have both experiences in the warehouse and store environment.

I started at the Kimberley branch in 2011 as a floor salesman where I was responsible for assisting walk in clients with sales, quotes, invoicing, merchandising; offering advice and alternatives (hardware, plumbing, electrical and power tools). I was promoted to counter sales and telesales where I assisted contractors with sales. I was again promoted to the void counter there I was responsible for customer service and returns of stock to suppliers. I was once again promoted to supervisor at the pay points and then finally to yard supervisor.

As yard supervisor I was mainly responsible for the receiving, offloading and loading (by operating forklifts) of all incoming stock. Processing all documentation for stock receiving against purchase orders and reconciling. Ensure that the correct quality and quantity is delivered and all documents are correct. Also ensuring that stock levels are maintained at all times. I was responsible for the monthly stocktaking and follow up on any discrepancies on the stock. I also needed to make sure the stock is correctly labeled and ensure that stock is stored in the correct location. Implement new and improved processes and procedures to ensure stock accuracy.

I am computer literate in Microsoft Excel, Word, Outlook and the internet. I ensured that all daily, weekly and monthly reports is printed, followed up and timeously filled and that feedback was given to manager. I also was also responsible for security on floor and cameras. I firmly believe in learning all areas to give the best experience, advice and service to any client.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Brits<br>North West                   |

## Contacts and general information about me

|              |                           |
|--------------|---------------------------|
| Day of birth | 1973-06-14 (51 years old) |
|--------------|---------------------------|

|                      |   |
|----------------------|---|
| Gender               | Male  |
| Residential location | <b>Brits</b><br>North West  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### **Additional information**

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|--------------------------|-------------------|
| How much do you earn now | 15000 R per month |
|--------------------------|-------------------|