



Stacey Salo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any admin, HR, Finance jobs. I am immediately available.

I am a young, motivated, vibrant, South African female who takes pride in my work. I am a hard worker and I enjoy working with people. I work soundly under pressure, with numbers and data and I have effective and efficient skills regarding attention to detail.

I have managed to obtain my National Diploma in Human Resources Management, I am a certified New Venture Creation candidate and I am a certified desktop technician. I am fully bilingual and I possess a code 8 drivers license.

I am immediately available and willing to relocate without hassle.

I have +/- 8 years working experience in general administration, financial admin, supply chain management, Labour law, case management, logistics and procurement.

I also have 3 years experience in customer service, after sales customer care, petty cash management, travel arrangements, accommodation and vehicle arrangements.

Preferred occupation	Management, human resources jobs
Preferred work location	Kimberley Northern Cape

Contacts and general information about me

Gender	Female
Residential location	Kimberley Northern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2011.07 iki 2014.01**

Company name MAN Truck and Bus

You were working at: Administrators

Occupation Workshop Assistant

What you did at this job position? After working for three months I was promoted to the position within the company. My core duties are labour posting of the mechanics hours worked, their over time worked for incentives, their leave planning, their daily hours worked, records and documents of all training attended and organising of training sessions, accommodation etc. I am responsible for daily productivity and efficiency reports of the mechanics (per mechanic) performance. I deal closely with customers, on a daily basis; these duties include but are not limited to: Opening Job Cards, invoicing, quotations, purchase orders, GRV's, resolving client queries relating to the workshop, payments and services, gate releases, Campaigning and handling of unpaid accounts (debtors and creditors). Correspondence with clients and suppliers via couriering, post, emails, faxing etc in order to create and sustain a fruitful professional relationship. I also assist with bookings when clients want to bring their vehicles in for service and/or repairs. I work on an Embrace, Byson and Magic program and work daily with Microsoft Office (mainly Excel, Word and Outlook). I work with call centres as we do authorisations for service and repairs. I also do standby every fort night, which is an after hour road-side assistance for clients who have breakdowns during these periods. It includes the dispatch of the technician on standby to immediately assist clients and making the relevant arrangements to ensure the provision and availability of parts required for repairs of this nature.

Working period **nuo 2014.07 iki 2016.04**

Company name Department of Transport

You were working at: Procurement officer

Occupation Senior Admin Clerk SCM

What you did at this job position? My duties include: The capturing of requisitions on the LOGIS system; Sourcing priced quotations for Goods and Services up to the value of R30 000-00 for duly approved requisitions and ensuring all relevant policies and prescripts adhered to (PFMA, Treasury Regulations, PPPFMA, BBBEE and any other relevant legislature); Verifying that the preferred service provider is active on the LOGIS system; Determine if the service providers banking details are correct on LOGIS; Searching for Item Control Numbers on LOGIS; Generating orders from the LOGIS system and performing regular follow-ups thereof; Verifying the goods/services are in accordance with departmental requirements; Compiling payment batches for all correctly delivered goods/services and ensuring that payments thereof are met, as far as possible, within 30 days of receipt as per Treasury Regulations; Liaising with travel agency regarding bookings for accommodation and/or flight times and dates for officials of the department; Maintaining the supplier database by processing entity of new suppliers/service providers that wish to be registered on LOGIS; and finally, Ad hoc duties which consist of assisting in internal and external client enquiries, general administration and any other reasonable task assigned to myself by my supervisor or manager.

Working period **nuo 2014.01 iki 2014.06**

Company name SALGBC

You were working at: Administrators

Occupation Admin Assistant Labour law

What you did at this job position? My duties include: Case management, screening and capturing all cases and/or referrals (Conciliations/Arbitrations, Condonations, Recissions etc). Compile files for each individual case and give it through to the regional secretary for authorization. Thereafter, communicate with all parties and schedule hearings (applicant, respondent, commissioner and trade union). Organize accommodation if the hearing is out of town for the commissioner, also schedule venues and refreshments for hearings/regional meetings. Communicate with all parties involved daily with outcomes and/or dates. Financial duties consist of making payments to service providers, commissioners; creating purchase orders, creating cheque requisitions, writing out cheques/electronic payments, capture payments electronically, send through proof of payments to the relevant parties. Create a monthly report on wasted costs, income and expenditure of the Northern Cape unit. (Fees, petty cash, staff refreshments etc) Assist with the switchboard when receptionist in not available. I also do general administrative tasks like filing, correspondence (email, fax, telephone and post), typing of documentation, reports etc. Provide the public with advise/guidelines as to how to go about lodging grievance, conciliations etc. Labour relations in depth, we also work with the LRA guide book daily.

Education

Educational period **nuo 2009.01 iki 2012.12**

Degree Diploma

Educational institution Central University of Technology

Educational qualification National Diploma

I could work In human resource management, Labour, industrial relations

Languages

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

Computer knowledge

Desktop technician Microsoft office

General computer literacy

Conferences, seminars

Dr Molapo Marriage Seminar

Dr Molapo Leadership Seminar

LOGIS LITERATURE AND ORDER certified

Recommendations

Contact person	Zubair Mookrey
Occupation	Business Owner
Company	KWA Motors
Telephone number	0832641279
Email address	mookszubair@telkomsa.net

Contact person	Fundiswa Mohale
Occupation	Admin Senior
Company	SALGBC
Telephone number	0538321215
Email address	Fundiswa.Mohale@gmail.com

Additional information

Your hobbies	Reading Video games Gardening
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2009-07-00 (15 years)
Salary you wish	10000 R per month
How much do you earn now	10000 R per month