



# Johannes De Lange

Curriculum Vitae (CV)

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

Multi-talented and experienced Manager, Data Controller (bill of materials / routings), warehousing and work in progress, excellent in stocktaking with a demonstrated history of working in the packaging and containers industry. Skilled in Microsoft Excel, Microsoft Word, Strategic Planning, Business Development, and Business Process Improvement. Strong, professional individual with a multitude of diverse skills.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Team leader</b> Management, human resources jobs
	<b>Other jobs</b> Other jobs
Preferred work location	<b>East Rand</b> Gauteng

## Contacts and general information about me

Day of birth	1965-04-10 (59 years old)
Gender	Male
Residential location	<b>East Rand</b> Gauteng
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 **nuo 2018.06 iki 2019.02**  
Company name Marlands Wors and All  
You were working at: Butcher  
Occupation Owner/Self employed  
What you did at this job position? Managing and coordinating the following key areas: • Budget planning. • Effective cost control measures. • Ensured cleanliness of work area and trade tools. • Detail to customer service, by maximizing customer interaction at every opportunity. • Manage and supervise personnel • Inventory control. • Inhouse displays and advertising. • Meat preparation. • Stock ordering • Team meetings. • Waste management. • Machine operating. • Receiving cash and card payments from customers. • Housekeeping. • Health and Safety

Working period **nuo 2007.01 iki 2018.05**  
Company name Boxmore Plastics now Alpla Group  
You were working at: Other jobs  
Occupation Group Master Data Controller (bill of materials / routing)  
What you did at this job position? Managing and maintaining the following key areas: • Create new codes as per Product Info Sheet on MS NAV • Create the production Bill of Materials on MS NAV • Create routings on MS NAV • Create Item Attributes on MS NAV • Populate UOM tab • Populate Dimensions tab • Populate Customer Cross reference tab • Populate Item valid routings • Maintain all SKU's on MS NAV • Create work centers on MS NAV • Calculate calendar on MS NAV • Create new Mould numbers on MS NAV. • Maintaining data on MS NAV • Fault finding and corrections  
Previous Position: Head of Department in Work in Progress  
Managing and coordinating the following key areas: • Managerial: Supervise and co-ordinate co-workers and report to superiors in middle and top management Decision making Interview of potential new staff members Overseeing the duties of 38 co-workers in all departments Maintaining data on system program (Sage X3) and new duties to staff Set up of workflow for X3 Set up of set by step training manuals of X3 Training of staff on X3 and floor duties associated with X3 Regular staff meetings Liaison with sales representatives and different department heads Capturing of data of all duties associated with X3 Journal capturing, loading and posting Transfer of stock Posting of production journal System fixes • Overview: Supervising a team of 38 co-workers operating on different levels Focusing on own functional unit, dealing with finished goods and work in progress items • Purpose and objective To ensure all produced goods are properly accounted for from point of hand over at manufacturing to point of picking for delivery actions Co-ordinates specific functions delegated over various co-workers • Key responsibilities: Supervise the correct methods in process of storage and transfer of work in progress and finished goods stock to stores Manage and oversee finished goods stores stock Manage and oversee work in progress stores stock Manage and oversee data capturing functions Administrative and validate cycle count and monthly inventory count sessions at all inventory levels Co-ordinate and evaluate work in progress staff • Outwork: Controlling of stocks needed to be done by Third party Liaise with Third parties • Administrative duties: Performing all duties pertaining to staff under my supervision e.g. works orders, stock changes,

capturing, pulling of pallets, relocating etc. Filing Checking of time sheets of staff Set up of forms etc. on Microsoft Excel and Word to assist in staff's performance of duties Calculating and checking of works order statistics Closing of works orders Handling of subcontracting worksheets Shipments Creation of purchase orders Receiving of stock Posting of sales/purchase returns Handling of NC's General assistance with error reporting Fault finding and corrections • Stock: Monthly, yearly and cycle counts of stock takes Set up of different area stock take sheets Printing of stock take sheets from system Overseeing and assisting of stock takes Oversee the capturing of stock takes Verifying stock sheets Closing stock sheets Printing of reports Monitor all levels of raw materials, plan and order, maintaining an adequate level. • Assistance: Assisting in stock control when needed Assisting with Inbound Logistics when needed Assisting in Product creation on new system when needed Creation of sales orders when needed Receiving of goods when needed • Labeling Department: Set up of label machines Approval of production • Sampling: Collection of new sample requests from sales dept. Liaise with manufacturers of pigments and master batches i.e. sample Receive sample pigment and / or master batch Issuing of all relevant items to produce sample for production Collection of newly ran samples from production Marking of samples • Capturing and storing of data of samples onto Excel for future reference • Discipline: Enforcement of company rules and regulations Attending to staff complaints Evaluation of staff performance Verbal counseling of staff Issuing of charge sheets when necessary Representing the employer/employee at internal hearings

**Languages**

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

**Computer knowledge**

- MS Navision - 5 years
- Sage X3 - 6 years
- Microsoft Office - Advanced.
- CorelDRAW

**Recommendations**

Contact person	Dean van Eck
Occupation	Logistics Manager
Company	Plasson
Telephone number	0728115296
Email address	deanvaneck008@gmail.com

**Additional information**

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1983-09-00 (40 years)

Salary you wish

25000 R per month