



Jeanette Swatton

Curriculum Vitae (CV)

What job i'm looking for? My positive points

In April 2014 I was appointed as a Sales Administrator in a company called Battery Technologies, my main responsibility was Sales support, manage internal Processes, Projects, Stock forecasting and to look after the Vodacom Account as well as other smaller customers. The system they were using - SAP (SD: Sales & Distribution) which I have a lot of knowledge of.

I felt that I was stagnating & knew that I could run the account on my own. Since day one I have had a good relationship with all the relevant Vodacom employees I dealt with. I was very interested in the business and was asking many questions up to a stage that I was given more responsibilities like preparing the price book on a quarterly basis to Vodafone Luxembourg in Europe, starting to performing the duties of an account manager while still be responsible for the admin side as well as visiting the regions in S.A. I did arrange 2 Roadshows on my own to all the Vodacom regions which were a great success.

In a short period of time I have proved myself and was promoted to Business Representative - Key Accounts, where I was then given the responsibility to look after the Vodacom account from A-Z. When the company closed down in November 2016, the account was then awarded to Transtech Africa Global (TAG). I was contacted by them & offered the position as Key Account Manager. Before that I was working for Telkom as a Project Coordinator (Cisco) working on their SAPR3 system (PS: Project Systems), which I have a lot of experience of. I was also assisting with monthly reconciliation & reporting as my knowledge of excel is excellent.

I also have a very good understanding of financials as I have been working in a CAPEX & OPEX environment for many years where I was a senior accountant & then promoted to an Operational Manager where I had people reporting to me in Limpopo & Mpumalanga etc. which I had to visit on a monthly basis which I managed them with great success.

In 2008 I have compiled a Business Profile for an Electrical company which did DC Electrical installations for Vodacom, Cell C & Telkom. It was accepted on the first submission.

In 2009 I was responsible for the FIFA Project, managing the funds for both CAPEX & OPEX to the amount of R950 million, to get the Carrier Rooms in the Stadiums up to standard for the FIFA 2010 World Cup. My duties entailed being responsible for the Recon of the Department of Communications (DOC) vs. Telkom Bank Account; all general ledger account journals from FIFA account up to Revenue as well as the transfer of the exp. amount/funds. I was responsible for the final month end Reports where I had to present on a monthly basis to the Department of Communication (DOC) together with Telkom Executives.

I am highly organised and self-motivated, have excellent communication skills, and thrive in high-pressure environments. I am a solid team player as well as excel on working on my own, I work to tight deadlines and have plenty of initiative and love walking the extra mile - my work is my passion.

I am currently studying through Unisa completing my degree in Industrial and Organisational Psychology.

Kind regards,
 Jeanette Swatton

Preferred work location, East Rand
 To Whom It May Concern, Gauteng

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Contacts and general information about me both the engagement and development of the

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regarding quotations done vs PO's received and make sure that invoicing does take place, for

payment to be done to the company; (PO Register). I manage the default in Revenue file &

distribute to the relevant role-players within the organisation for up with Vodacom. I also oversee

the supplier payment list twice monthly, discussion with Financial Manager and then with CEO on

payments to be done. Support CEO in all areas of business. Liaise with Vodacom on allocation of

work. Involve with Sales to expand business. Chair Works Order meetings within 3 companies

(Corporate Solutions, TowerCo and Manufacturing) regarding WIP projects as well as company Fleet,

Finance and HSE Department.

I was employed with Transtech Africa Global (TAG) as a Key Account Manager from January 2017 until August 2019 when I was retrenched. I was responsible for the Vodacom Account for all the regions in S.A. This is a Telecommunications Company which sells back-up systems & batteries to Vodacom to keep their sites online during power failures. The system that we were using was Pastel.

Some of my responsibilities are to ensure correct forecasting of requirements and the Procurement of Stock from Local & International Suppliers. Debtors - assistance in collection of outstanding monies. Warranty/RMA of equipment. Handle all queries from the Regions & if technical assistance is required I request the relevant department to assist. Quotations to customers, started to do this on Pastel now. Involve with Technical installation teams that install Lithium Ion batteries on Vodacom Sites. When the Certificate of Compliance (COC) comes back I prepare a document with photos to the customer to sign off to enable payment. Reporting - Stock vs. Open Orders vs. Open Quotes. Regional visits to all the Regions in S.A. Roadshow preparation & arrangement. Customer liaison.

Additional information

How much do you earn now 35000 R per month