



# Charla Cloete

Curriculum Vitae (CV)

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

I'm looking for a position where I can have the opportunity to use my written communication skills. I would be able to apply my years of experience and would be able to write the kinds of materials I most enjoy working on.

I have very strong analytical skills.

I will try to solve the problem's source not the problem.

I will never hesitated to accept my failures.

Through that i will never fails to learn .

I am very good listener, if someone is speaking with me about something.

Preferred occupation	Administrators Administrative jobs
	Debotors clerk Finance jobs
	Sales administartor Sales jobs
	Receptionists Hotel jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1982-04-26 (42 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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	<b>nuo 2017.04 iki 2020.02</b>
Company name	Savignac
Occupation	Administrator
What you did at this job position?	<p>1. Providing professional Administrative support and establishing solid connections and long-term relationships with internal and external stakeholders (peers, sister branches, customers, suppliers). 2. Assist the Office Manager with invoicing customers, placing purchase orders and following up with suppliers on purchases outstanding. 3. Transport Schedule, recons, stock take capturing and reconciling. 4. Credit control for the Gauteng region, handling incoming and outgoing telephone calls and other administration-related tasks. 5. EFT payments and capturing/sending all information regarding EFT payments from previous day through to head office for allocation. 6. CASH payments and banking – Send all data and information after each bank payment through to head office for allocation. 7. Petty cash liaising with Head office at the end of the month. 8. Speed point capturing from previous day and sending all info through to head office. 9. Reconciliation on accounts (cash) keep account clean (make sure no payments is outstanding). 10. Purchasing of stock. 11. Enquiries on POD’s to clients. 12. Working close with courier companies. 13. Assisting with stock takes and stock sheets. 14. Assisting with Inter Branch Transfer’s. 15. Credit notes. 16. Quotations and converting quotations into sales. 17. Internal sales and quotations. 18. Incoming and outgoing calls liaising with clients on enquiries, orders and backorders. 19. Assisting Sales Rep with quotations, follow ups and invoicing. 20. Sales enquiries. 21. Ensuring that all cash sales are paid for before invoicing. 22. Business development (Sourcing new clients, will work closely with Sales Representative).</p>

**Education**

Educational period	<b>nuo 1996.01 iki 2000.12</b>
Degree	Grade 12 / Matric
Educational institution	Jim Fouche High School
Educational qualification	Afrikaans, English, Biology, Economics, Business Economics, Typing

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

**Computer knowledge**

MIETRAK

PASTEL SAGE - EVOLUTION

Advanced MS Excel, Word, Outlook, MS Office and Access, BANCS & CCS Database  
**Recommendations**

Quick Books	
Contact person	Cindy Meyer
SAS Enterprise Guide 1: Querying and Reporting	
Occupation	HR Coordinator
SYSPRO	
Company	Savignac
Telephone number	0128040495
Email address	cindy@savignac.co.za

**Additional information**

Your hobbies	Enjoy the outdoors, reading and spending time with family.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-02-00 (22 years)
Salary you wish	12000 R per month
How much do you earn now	12000 R per month