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Position Applied For:

Export Admin Assistant

Candidate Name:

Garth Alben

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

21 October 2016

Personal Details

Surname :

Alben

First Names :

Garth

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured, Male

Availability :

Calendar Month

Current Salary :

R 14 000 CTC (Medical aid and pension)

Expected Salary :

R 18 500 CTC

Career Summary

Company

Position

Duration

Jotun Paints

Export & Sales Support

Jun 2008 - date

Sportsman's Warehouse

Sales Assistant

Sep 2007 - Oct 2007

Juta Publishers

Dispatch

Jan 2008 - Mar 2008

Candidate Summary

Garth is a highly respectful young man who has worked for the same company for 8 years. He is extremely loyal and has gained a wealth of knowledge and experience but feels it is time to spread his wings. To him customer satisfaction is key, he sets very high standards for himself and prides himself in his attention to detail and accuracy. He is adaptable to any management style but likes to be trusted and keep learning. Punctuality and integrity is ingrained in him and he believes he can accomplish whatever he sets out to do by working smart and going the extra mile.

Academic History

Qualification :

Matric

Date Completed :

2007

Institution :

Steenberg High School



Computer Skills

Programs/Systems :

Internet

Microsoft Office

Outlook

MS Word

Excel

PowerPoint

Garth Alben
Resumé of Career to Date
Company Name :
Jotun Paints
Type of Industry :
Retail
Period of Employment :
June 2008 - date
Position :
Export & Sales Support
Duties :

Provide administrative support for export sales and to senior management
Customer service:
Ensure quick and efficient handling of customer
Internally and global enquiries
Ensure goods are quoted and dispatched in line with customers' requirements and
legislation
Arrange most efficient and cost effective transport shipping of export orders
Communication flow:
Liaising with warehouse/distributors regarding manufacturing,
Lead time to supply and timeously dispatch of orders
Liaise with freight agents and transport companies for quotations and bookings
Network relationships:
Build and maintain good working relationships with customers and suppliers
Create and loading of invent orders into the system:
Ensure process is followed through to the warehouse supervisor
Loading of new customer information into the system
Ensure we comply with SARS procedures and policies -,
All dangerous goods are packed and transported according to UN and RSA rules and
regulations.
Knowledge and experience in supply chain management
Weekly update of records for ease of reference when audited
Responsible for compiling quotes in 'USD' and 'ZAR'
Invoicing and liaising with finance department
Ensure Shipments meet Export requirements
Liaising with key note international clients
Occasionally checking and inspecting goods received and ensuring they are of acc
urate quantity
Reason for Leaving :
Outgrown Company

Company Name :
Sportsman's Warehouse
Type of Industry :
Retail
Period of Employment :
September 2007 - October 2007
Position :
Sales assistant
Duties :

Sales and customer service
Reason for Leaving :
Contract expired

Date - date: Fill in career gap here

Company Name :

Juta Publishers

Type of Industry :

Retail

Period of Employment :

January 2008 - March 2008

Position :

Dispatch

Duties :

Working with stock and deliveries

Reason for Leaving :

Contract expired

MPC Recruitment Group | [Insert Consultant's Name Here]

[Insert Position Applied For Here] | [Insert Applicant's Name Here]

PAGE * MERGEFORMAT 2

PAGE * MERGEFORMAT 4

■Candidate Name ■|■Garth Alben XE

■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048