

"All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment"

Position Applied For:

FORMTEXT Enter Position Here

Candidate Name:

Sara Victor

MPC Consultant Name:

FORMTEXT Enter MPC Consultant Name Here

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

FORMTEXT Enter Date Here

Personal Details

Surname:

Victor

First Names:

Sara

Nationality:

South African

Language Proficiencies:

English, Afrikaans and Zulu

EE/AA Status:

EE (Asian Female)

Availability:

30 Days

Career Summary

Company

Position

Duration

Revertex Chemicals (Pty) Ltd

Assistant to Exports Manager

Mar 2004 - Present

Revertex Chemicals (Pty) Ltd

Assistant Sales Co-ordinator / Marketing Assistant

Apr 2000 - Feb 2004

Willem Jardine Associates

Administrative Assistant

1998 - 2000

Chatsmed Garden Hospital

Doctor's Secretary

1994 - 1998

Herald Factors

Credit Controller

1988 - 1992

Academic History

Qualification :

Matric with Exemption

Date Completed :

1987

Institution :

Meadowlands Secondary School

Computer Skills

Programs/Systems:

MS Office (Word, Excel, PowerPoint, Outlook and Project), Pastel Accounting, Accpac, SAP and Internet

Sara Victor
Resumé of Career to Date

Company Name :
Revertex Chemicals (Pty) Ltd
Type of Industry :
Manufacturing
Period of Employment :
April 2000 - Present
Position :
Assistant to Exports Manager
Promoted from
Assistant Sales Co-ordinator / Marketing Assistant
Duties :

As Assistant to Exports Manager
(March 2004 - Present):
Receiving of all export orders via email, fax
Dealing with all African Countries, exports to India, Nigeria, UK
Liaising with stores for availability and delivery dates
Booking vessels with shipping Companies, other Road transporters
Compiling all export documents i.e.: export orders, f178, packing slips, export invoices, freight notes, LC'S
Responsible for ensuring customer receives necessary docs e.g. bill of lading, export invoices, CoA's for collection at their Ports.
Liaising with Inspection Companies and forwarding necessary documents.
Ensuring excellent customer service and satisfaction.
Report directly to Export Sales Manager
Back-up to Export Manager when on leave, overseas
Ensure smooth flow of export procedures

As Assistant Sales Co-ordinator / Marketing Assistant
(April 2000 - February 2004):
Assistant to sales co-ordinator.
Professionalism dealing with clients
Order taking/ processing/ credit notes/ stock availability (liaising with stores)
Expediting all local orders, ensuring customer satisfaction at all times
Helping debtors with customer queries/ payments
Excellent people person, love people, excellent communicator
Positive approach to problems and difficult situations i.e. customer problems
Analyse problems and try to find solutions
Also Assistant to Marketing manager
Processing of all Admin on the SAP system
Back-up to Admin sales Manager i.e.: when on leave
Assist Regions with orders, queries and problems.
Compile monthly sales reports to Management
Reason for Leaving :
New Challenges/ Career growth

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Sara Victor
■MPC Consultant Name ■|■Tracy Redfern