

Position Applied For:
New Business Sales - Cross Border
Candidate Name:
Surélda Schlebusch
MPC Consultant Name:
Heine Bunge
MPC Consultant's Contact Details:
021 552 8048
Date Referred:
25 February 2013

Personal Details

Surname :
Schlebusch
First Names :
Surélda
Nationality :
South African
Date of Birth :
26 April 1978
Language Proficiencies :
English and Afrikaans
EE/AA Status :
White Female
Availability :
30 days negotiable
Current Salary :
R35k Total CTC + annual commission payment
Expected Salary :
Negotiable, but not less and depending on package structure

Career Summary

Company
Position
Duration
World Net Logistics
Business Development
May 2012 - date
DHL International
Industry Manager
Mar 2010 - Apr 2012
Skynet Worldwide Express
Senior Account Manager
Feb 2007 - Feb 2010
Crosscape Express
Key Accounts Executive
May 2006 - Jan 2007

Academic History

Qualification :
Matric
Date Completed :
1996
Institution :
Hoërskool Andrew Rabie

Computer Skills

Programs/Systems :

MS Word, MS Excel, PowerPoint, Outlook, Internet, In-house systems (Cargowise)

Additional Training and Skills

1997 - Intermediate computer literacy course

2000 - 2004 - Annual HAZCHEM certification course (now Dangerous Goods Legislation)

2003 - Basic Fire Fighting Course

OTHER:

Effective Sales Territory Managements

Certified International Specialist

Competition Compliance

Code of Conduct

Anti-Corruption

Coping with Stress

Generating Alternatives in Problem Solving

Increasing your Emotional Intelligence

Planning Effective Business Meetings

Conquering Conflict Through Communication

Advanced Presentation Skills

Surélda
Resumé of Career to Date

Company Name :
World Net Logistics
Type of Industry :
Logistics
Period of Employment :
May 2012 - date
Position :
Business Development
Duties :

Sales, marketing, on-going relationship building with existing and targeted new client base
Maintaining and expanding current client business on a full spectrum logistics level, resigning lapsed accounts
Market research and sourcing of new business ventures based on company's logistical strengths
Establishing brand awareness in market place; acquire and develop new business
Negotiating structured solutions in accordance with client specific needs
Reason for Leaving :
Job insecurity - high staff turnover due to internal changes

Company Name :
DHL International
Type of Industry :
Logistics
Period of Employment :
March 2010 - April 2012
Position :
Industry Manager: Oil and Energy Sector
Duties :

Manage and develop the assigned national channel sales territory (maintain & grow market) - oil & energy sector, major retail clients, fruit exporters & expeditors, other global multinational clients, etc.
Achieve individual sales targets while meeting key customer needs
Implementation of global agreements on national level
Tenders - full responsibility, both submissions & awarded implementations
Establish customer agreements, ensure pricing guidelines are applied, regular reviews, adaption & re-negotiation, including annual tariff adjustments for non-global, non-contractual clients
Approach competitor's major customers in the shortest time possible, exploit all new opportunities from existing and potential customers
Monitor customer performance, managing appropriate corrective action internally and/or with customer where applicable
Manage in-houses & country specific operational requirements on a per customer basis
Monthly and quarterly business review presentations
Reason for Leaving :
She decided to take some time off after her sister was diagnosed with cancer

Company Name :
Skynet Worldwide Express
Type of Industry :
Courier
Period of Employment :
February 2007 - February 2010

Position :
Senior Account Manager
Duties :

Sales, marketing, on-going relationship building with existing client base
Growing/expanding current client business on a domestic & international level
Management of debtors/creditors functionality
Formal meetings including presentations & statistics & feedback on senior management level
Implementation & design of distribution patterns
Development of coverage plans to ensure all customers (at recommender, influencer & decision maker levels) are visited regularly.
Negotiating tariff increases and structured solutions in accordance with client specific needs
Drafting of reports & statistics with regard to on-going performance levels indicators
Maintaining/controlling service levels nationally & internationally
Managing in-house personnel
Reason for Leaving :
Job security - retrenchment process at the time

Company Name :
Crosscape Express
Type of Industry :
Courier
Period of Employment :
June 2005 - January 2007
Position :
Key Accounts Executive
Duties :

Key Accounts Executive (May 2006 - January 2007)
Sales & Marketing
Maintaining current key clients' accounts
Managing in-house personnel at various large clients
Controlling debtors & creditors issues
Client liaison - regular meetings & discussions
Controlling service levels nationally
Formalised reporting and structured regular meetings with decision makers, influencers as well as operational managers at client level - strategizing.
New Business Development Executive (June 2005 - May 2006)
Marketing & Sales
Prospecting & approaching & gaining new business for the company
Meeting monthly targets
Client service & customer satisfaction for specified period
Maintaining client service levels nationally for specified period
Growth of existing clients by expanding current services offered (needs analysis)
Reason for Leaving :
Promotion once Skynet took over the business

Company Name :
Blue Bay Freight CC
Type of Industry :
Logistics
Period of Employment :
July 2004 - Jun 2005
Position :

Operations Manager, Administration/ Credit Controller

Duties :

Credit Control:

Managing more than 100 creditor accounts, including load confirmations, remittances, reconciliation, internet transfers, etc.

Debtors:

Assisting with all invoicing/credit notes/general debtors duties

controlling POD (proof of delivery) documents

Administration:

PR: managing customer/company special occasions

Typing, faxing, filing, copying, retrieving from archives, mail in, mail out, banking

Front-house reception

Stationery and equipment control

Management:

Managing sub-contractors', drivers' & national employees' details (arranging training and certification annually)

Controlling vehicle checks (local & long-distance), driver details, trip sheets, log books, documentation, vehicle licensing, vehicle equipment (including Hazchem requirements)

Managing 4 supplier fuel accounts for approximately 30 vehicles

Controlling insurance requirements and load confirmations

Sales:

securing loads for long-distance fleet (approximately 15 vehicles per day nationally)

24hr on duty for breakdowns, fuel supplies & driver/customer relations

new business development on management level

Reason for Leaving :

Company liquidated

Company Name :

RB & Son Management Services CC

Type of Industry :

Logistics

Period of Employment :

June 2000 - June 2004

Position :

Office Manager

Duties :

Administration:

Designed and implemented new systems in all areas of business

Recording statistics, supplying other branches with information

Part to managing member

Implementing and handling stock control procedures for various key customers

Confirming orders - quantities, delivery dates and times, etc.

Ordering all office and warehouse supplies

Debtors and creditors - ensuring head-office receives daily updates on invoicing, following up on outstanding payments

Operations:

Managing outsourcing - receiving orders and placing same with sub-contracting companies

Fleet management - booking services, recording fuel consumption reports, vehicle mileage reports, etc.

HR - responsible to check up on good time-keeping and issuing leave applications

, receiving doctor's notes, authorizing time-sheets, etc.

Ensuring all hazardous chemicals are stored, handled and transported according to laws and regulations

Marketing and Sales:

Business development - promotion of company's services to various customers and institutions

Handling all sales - daily deadlines and targets

Supplying customers with quotations

Handling 10 key accounts on a daily basis, as well as all other customers providing excellent service levels to all

Liaising with customers and clients - handling all queries and complaints

Quality control - following up on orders - ensuring delivery dates and times are met

Following up on customer satisfaction - excellent inter-personal skills

Communicating with sub-contractors and negotiating rates

Negotiating deals with suppliers and clients w.r.t. transport rates and quantities

Ensuring key-account holders' satisfaction - handling queries

Regular visits to customers - public relations

Management:

Recruitment of contractual labour - negotiating rates

Assist walk-in customers with various queries

Manage staff of 6

Handling claims (damages, incorrect products received, etc.)

Reason for Leaving :

She hit her ceiling in the company

Company Name :

Mediterranean Shipping Company Pty Ltd

Type of Industry :

Shipping

Period of Employment :

August 1998 - May 2000

Position :

Carrier Haulage Operator & Data Capturer (Exports Clerk)

Duties :

Export Manifest Capturing:

Manifesting and invoicing Bills of Lading & Waybills of Lading

Releasing of bills upon receipt of payment

Data capturing

Issuing of manifest correctors

Requesting setting Rates of Exchange within network and supplying agents and clients with same

Export Carrier Haulage:

Releasing of containers from various depots

Arranging railing of containers and customs supervision where required

Arranging for collection of full containers from clients' premises via Portnet cartage or private hauliers, etc.

Arranging pre-stacks and late-stacks

Printing CTO-documents and processing of CTO-data

Managing clients' profiles

Export Booking System:

Printing and faxing of booking confirmations & updating relevant info

Handling enquiries (customer relations)

Supplying clients and agents with vessel sailing schedule information

Reason for Leaving :

Relocated to Cape Town

Company Name :
Medical Forum Theatre Pty Ltd
Type of Industry :
Medical
Period of Employment :
March 1997 - July 1998
Position :
Receptionist & Administrative Clerk
Duties :

Reported to the matron of the theatre, who also served the purpose of manager on the premises. The total company administrative and secretarial function rested upon her shoulders and her working hours were often extended to accommodate patients and administrative activities. .

Admissions-managing highly confidential personal & medical info

Operating a very busy switchboard

Handling doctor's diaries including personal & business appointments

Arranging theatre bookings (doctors, anaesthetists, patients)

Managing petty cash & banking

Mailroom function (managing all inbound & outbound mail)

Loading the information of daily patients onto the computer systems

Printing statements and accounts to be sent to patients and various medical aid funds and institutions

Debtors & Creditors controlling

Handling of stock levels & sourcing

Printing, sorting and mailing of the company's accounts (together with the accounts for Medical Forum Centre - a small company run by the same financial director)

All other secretarial and administrative work

Reason for Leaving :

Company closed down

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[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■MPC Consultant Name ■| ■Heine Bunge (021) 552 8048