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Position Applied For:

District Admin Manager

Candidate Name:

Sonja Krog

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

1 April 2016

Personal Details

Surname :

Krog

First Names :

Sonja

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

White Female

Availability :

Immediate

Current Salary :

R 14 700 per month

Expected Salary :

R 16 000 per month plus benefits

Career Summary

Company

Position

Duration

Bidvest Steiner (Hygiene & Pest Control)

Branch Administrator

Aug 2013 - Feb 2015

Distell Trade Xpress - Liquor Wholesalers (PE)

Branch Manager

Feb 2010 - Sep 2012

Valor Fruit Processors

Warehouse Controller / Buyer

Apr 2001 - Apr 2005

Candidate Summary

Sonya is a presentable and energetic all-rounder with 27 years' work experience.

She has an excellent understanding of the Sales environment and has great leadership and people skills. She has very good admin and planning capabilities and is accustomed to working with deadlines.

Academic History

Qualification :

Certificate in Purchasing Management

Date Completed :

2003

Institution :

Damelin

Qualification :
Impact Controls & Procedures
Date Completed :
1995
Institution :
Computer College

Qualification :
Certificate in Bookkeeping - Up to Trial Balance & Final Accounts
Date Completed :
1988
Institution :
Beckleys Secretarial College

Qualification :
Matric
Date Completed :
1987
Institution :
Commercial High School - Port Elizabeth

■
Computer Skills
Programs/Systems :
Word
Excel
PowerPoint
E-Mail
Accpac
ISIS
NAMOS
Great Planes
CACI
SAP
WordPro
HRK
Pastel

Additional Training and Skills

Courses:

Nedbank :■

Terminal operations, Client Contact, Service Fee and Interest, Admin of Vouchers
, Bank Statements, Trancodes, Impersonal Entries, Charges Resume, Batching - 1991

WesBank :■

All lotus SmartSuite packages - 1998

Distell :■

Product knowledge, Tele-sales Skills & Customer Care - 2005

Team leader workshop - 2006

Generic sales training / marketing principles - 2008

Self-management programme - 2009

Sonja Krog
Resumé of Career to Date
Company Name :
Bidvest Steiner (Hygiene & Pest Control)
Type of Industry :
Health and Safety
Period of Employment :
August 2013 - February 2015
Position :
Branch Administrator
Duties :

Oversee and assist with all financial and administrative matters of the Branch
Meet and adhere to deadlines set out by the company at all times
Contract management
After Data Sheet Print CACI
Check billing on CACI
Commission Copies
Change item codes CACI
Suspended business CACI
Cancelled contracts - withdraw create CACI
Invoice capturing
Re-Invoice Great Plains
Lost Stock Great Plains
Stock processing
SIV (picking list: routine, installation & Ad Hoc, SHE & IN chemical draw sheet)
Great Plains
SRV (picking list: routine) Great Plains
Creditors invoices
Purchase Orders Great Plains
GRV (stock & non-stock) Great Plains
Parcel to Regional Office
Stock take management
Stock Take Prep
Invoices done & posted
Adjustments done & posted
Receiving done & posted
ALL documentation received & posted
Balance Stock count list to Stock Status
Print Stock Count list
Capturing of stock count list
Stock take management - continue
Capturing of variances

Processing of final Variances
Stock Take Variance Report & Investigation
National key accounts
Head Office - Copies of k-acc invoices
Head Office - Contracts (or relevant person accountable in H/O for branch)
HR
Leave Processing
General office management
Filing
Office Registers
Tender Documentation
Reason for Leaving :
Relocated to Cape Town for family reasons

Company Name :

Distell Trade Xpress - Liquor Wholesalers (PE)

Type of Industry :

FMCG

Period of Employment :

February 2010 - September 2012

Position :

Branch Manager

Duties :

Sales and customer service

Telephonic orders

Sales orders

Customer queries■

Promoting new products

Liaise with Merchandising Department and Sales Representatives on a daily basis with regards to new products and stock requirements

Ensure that the new product displays in store promotions and tastings are conducted regularly

Give feedback to Sales Department with regards to customer complaints, suggestions and requirements

Ensure that the standard working procedures are adhered to at all times by all departments

Recruitment of new customers

Manage the administration

Obtaining original documentation

Printing of new customer buying card

Reporting of all new customers to Distell Credit Controller

Stock Control

Goods received, stock returns, credit notes, purchase order requisitions, ■

Conducting daily stock

Investigate any stock variance daily

Quality Inspections

Assisting sales Reps with stock rotation

Provide assistance to Stock Controller

Batch control

Ensure that the FIFO System is in place

Health & Safety

Dress code

Working environment

Housekeeping

Ensure products are clean and presentable

Ensure that medicals are conducted on staff on a regular basis

IOD cases reported immediately

Human Resources

Recruitment of temporary staff

Reporting of all staff related

Reporting to labour broker

Processing of overtime, leave etc

Staff training

Ensure that staff is notified of any system related changes at all times

Communication Forum Meetings

Conduct weekly and monthly communication forum meetings with staff to improve communication and brainstorming of issues or suggestions

Typing of minutes

Manage debtors/creditors

Debtors:

Cash accounts purchases
Debit card payment or cash
Monitoring and controlling of seven day accounts

Creditors:

Ensure that orders are placed and processed on time
Ensure that creditors are paid timeously
Ensure that creditor statements are delivered to Head Office timeously
Conduct daily cash register reconciliations and day end function:

Cashier procedures
Print and check cashier variances
Investigate all variances until cleared
Run of Day end on Retail Office
Printing of day end and cashiers variance reports

Capturing of cashier variance journals

Ensure that day end filing is done

Daily banking

Bank notes are dropped into smart box and transfers processed

Security and warehouse and bulk store lock up daily procedure

Ensure that the correct lock-up procedures are followed

Ensure the camera system is activated

General:■

Maintain standard work procedures

Filing

Maintain budgets

Reporting of networking

Conduct job interviews

Reason for Leaving :

Relocated to George

Company Name :

Valor Fruit Processors (Fruit Processors) - Port Elizabeth

Type of Industry :

Food

Period of Employment :

April 2001 - April 2005

Position :

Warehouse Controller / Buyer

Duties :

Suppliers:

Maintain the approved supplier database

Purchase prices:

Maintain purchase price database

Inventory:

Updating inventory database

Identifying regularly purchased items

Reviewing and requesting changes to suggested purchase order quantities

Receipting of all delivered stock

Monitoring daily inventory

Ensure consumable store's usage is recorded

Follow up of inventory variances with various departments

Purchase order request & completion

Ensure that goods are ordered and delivered on time

Purchase within budget

Continuous follow up of outstanding orders

Ordering of stock

Planning and executing of unplanned production for orders received

Liaise with Production Managers regarding production needs on a daily basis

Ensure inventory levels are monitored

Ensure that warehouse supervisor is notified of all expected deliveries daily

Follow up on goods received

Ensure gas usage for forklifts is ordered and delivered daily

Follow up on quality issues

Do regular inspection of products in warehouse, ensure expiry dates are checked daily and expired stock written off

Return faulty goods to supplier and update approved supplier list accordingly to keep record of supplier performance

Finance:

Ensure database is maintained accurately on a daily basis

Ensure all price changes are approved by Financial Manager

Notify Manager of change in price for record and budgeting purposes

Purchase at best price by obtaining 3 quotes per purchase

Quality:

Ensure all products are purchased according to ISO

Ensure all certificates of analyses are signed by the Quality Manager

Ensure all quality related issues are recorded and that Quality Manager generate s an Action Report

Follow up all findings arising from Action Report with suppliers immediately

Ensure claims are processed timeously

Human Resources:

Recruiting

Training

Sales & Marketing:

Discuss any changes in sales planning with Sales Manager

Update any changes in Sales planning immediately on system

Reason for Leaving :

Better offer from Distell

Company Name :

WesBank (Johannesburg)

Type of Industry :

Finance

Period of Employment :

January 1996 - December 2000

Position :

PA / Secretary

Duties :

Managing diaries

Organising business meetings and appointments

Fielding calls

Managing and developing staff

Organising travel arrangements
Research and report writing
Researching and presenting information
Contributing to financial planning
Reason for Leaving :
Relocated to Port Elizabeth

Company Name :
Goldquest t/a Vickers Hydraulics
Type of Industry :
Manufacturing
Period of Employment :
February 1994 - November 1996
Position :
Accounts Administrator
Duties :

Batch control
Printing daily sales reports balancing sales for various departments
Processing of invoices, conversion indents, credit notes, requisitions, etc.
Processing of airfreights and shipments
Stock control
Opening debtors accounts
Opening of codes - list price, using a factor to establish cost and selling price
Keeping record of new codes in product listing. Processing it on system, using a sort guide to enable it to be in correct sequence
Replacing and changing codes for various reasons
Processing creditor's invoices and / or credit notes on system against accounts and jobs.
Processing relevant paperwork against jobs to keep jobs up to date, opening jobs , etc.
Quitting from spool file, doing debtors updates and daily and / or month end backups
Opening general ledger codes, making adjustments to creditors details
Costing of items bought specifically for debtors
Reason for Leaving :
Better prospects

Company Name :
Eastern Province Blood Transfusion Services (PE)
Type of Industry :
Health
Period of Employment :
January 1990 - September 1992
Position :
Debtors Clerk
Duties :

Debtors +R1 million
Check batch invoices manually
Costing and capturing of services
Daily and monthly printouts
Raise Debit and Credit notes
Input of daily payments received
Daily banking of monies received
Control of petty cash R2000

Credit Control
Reconcile all debtors' accounts
Run and mail of monthly statements
Monthly statistics
Balance debtors to ledger account
Handle all queries
Wages in accountant's absence
Reason for Leaving :
Relocated to Gauteng

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Sonja Krog XE
■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048