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Position Applied For:

Sales support

Candidate Name:

Joan Esterhuizen

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

2 June 2016

#### Personal Details

Surname :

Esterhuizen

First Names :

Joan

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

White female

Availability :

Immediate

Current Salary :

R30 000.00 (relocated from Gauteng so prepared to take a lower salary)

Expected Salary :

R16 000.00 - R18 000.00

#### Career Summary

Company

Position

Duration

EOH Infrastructure

Contract Administrator / Purchasing / Consumables

May 2009 - Apr 2016

Faritec Enterprise Solutions Pty Ltd

Contract / Consumables Sales

Dec 2007 - Apr 2009

#### Candidate Summary

"Enjoy working in an environment with people interaction, and would prefer remaining in that type of environment that encourages interaction with different people on all levels. I would like to enter into a position where I, my skills and current knowledge can be a benefit to any company, but in the same time improve my knowledge and skills.

I am a responsible and friendly person and not afraid to accept responsibility. I have no objection in working with people of any race, colour and creed. I have good people skills and learn fast and I have a good comprehension of organization skills and abilities. I am enthusiastic and keen to succeed. I feel given the opportunity, I can contribute to any company"

#### Academic History

Qualification :

National Diploma, Cost & Management Accounting (Incomplete)

Date Completed :

2000

Institution :  
Technikon SA

Qualification :  
Matric  
Date Completed :  
1990  
Institution :  
Birchleigh High

Computer Skills  
Programs/Systems :  
SAP R/3  
Radical  
Accpac  
AHD (Call Loggin)

Additional Training and Skills  
1991: SA Army Woman's College

Joan Esterhuizen  
Resumé of Career to Date  
Company Name :  
EOH Infrastructure Technologies  
Type of Industry :  
I.T  
Period of Employment :  
May 2009 – April 2016  
Position :  
Contract Administrator / Purchasing / Consumables  
Duties :

Manage and control all purchases for contracts  
Help control cost on contracts e.g. profitability of contracts  
Approve orders to be placed on contracts  
Create orders on Accpac  
Loading of contracts on HP Smart Portal  
Report back to AM on purchases during month  
Manage incoming alerts/reports from Web Jet Admin for supplies ordering  
Purchasing of printer spares  
Manage and control cost on spares  
Manage stock room and logistics thereof  
Stock counts on regular basis  
Assist AM in doing quotes  
Liaise with customers on delivery issues from suppliers  
Follow-up on supplier's issues  
Liaise with suppliers on back orders, pricing, account queries etc.  
Reason for Leaving :  
Relocated to Cape Town as her husband was transferred

Company Name :  
Fairtec Enterprise Solutions Pty Ltd  
Type of Industry :  
I.T  
Period of Employment :  
May 2009 – April 2016  
Position :  
Contract / Consumables Sales  
Duties :

Consumables Sales  
Hardware & Software Contract Sales  
All order processing up to invoicing on any consumables  
Hardware quotes & sales  
Printer Contract sales  
Monthly page counts & contract invoicing  
Supervising of 11 staff members  
Managed service level agreements in conjunction with service department  
Customer liaison  
Management of supplies  
Manage logistics of all contracts  
Second level of escalation from call centre  
Manage purchasing of consumables, hardware & software  
Report directly to Business Unit Manager  
SAP training to employees  
Reason for Leaving :  
Company in trouble; better opportunities

Company Name :  
GCC Technical Solutions  
Type of Industry :  
IT  
Period of Employment :  
January 2004 - November 2007  
Position :  
Admin / Operations Manager  
Duties :

Managed all call desk operations, including staff  
Managed all hardware technicians  
Designed systems & processes for all operations  
Implement and maintain accounting/billing system  
Managed all CPP contracts  
Managed purchases, stock movement & receipting thereof  
Petty Cash  
Managed all employees expense claims  
Consumables & Hardware sales  
Maintenance contracts sales  
Managed logistics e.g. pages counts & stock for contracts  
Second level of escalation  
Customer liaison  
Invoicing  
General Admin  
Reason for Leaving :  
Head-hunted

Company Name :  
EDS / First Technology  
Type of Industry :  
I.T  
Period of Employment :  
December 1998 - December 2003  
Position :  
Workshop Admin Supervisor  
Duties :

Logging, updating, closing, reporting of calls on system  
Managed & assigned all workshop calls logged  
Managed workshop technicians  
Updating customers on status of calls  
Overseeing billing process  
Ordering, receipting of parts & 3rd party invoices  
Invoicing  
Daily & monthly reporting of billing & monthly figures  
Managing of stock movement, receipting & invoicing  
Managing of admin processes  
Reason for Leaving :  
Head-hunted

Company Name :  
Peformateq  
Type of Industry :  
Manufacturing  
Period of Employment :  
April 1998 - December 1998  
Position :  
Billings / Admin  
Duties :

All Compaq/HP billings & Admin process (All hardware components)  
Reporting & follow-ups of call status  
Overseeing faulty parts store  
Billing of repairs  
Reason for Leaving :  
Growth & better opportunities

Company Name :  
Northern Metropolitan Council  
Type of Industry :  
Municipality  
Period of Employment :  
August 1992 - April 1998  
Position :  
Treasury Department  
Duties :

Admin Assistant ABC (Debit Order System)  
Processing new applications  
Admin & queries  
Set up of magnetic tape  
Ambulance accounts  
Receiving & processing of invoices from fire department  
Issue accounts twice a month  
Admin & queries  
Receive payments  
Collection of arrears  
Cashier  
Receiving & processing of payments  
Clearance Certificates  
Preparation of rates clearance statements  
Issue of clearance certificates  
Queries from attorneys  
Credit Control  
Rates, Water & Electricity queries  
Issue of final notices for arrears  
Making and managing payment arrangements  
Managing disconnecting & reconnecting on arrear accounts  
Direct Debits  
Supervising of staff  
Receiving bank statements & allocation of payments  
R/D cheques  
Controlling of electronic payments  
Queries  
Secretarial release for CEO  
Reason for Leaving :  
Better opportunity

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