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Position Applied For:

Sales Co-ordinator

Candidate Name:

Samantha Jennings

MPC Consultant Name:

Roz Ridl

MPC Consultant's Contact Details:

(041) 367 4666

Date Referred:

19th January 2016

Personal Details

Surname :

Jennings

First Names :

Samantha Amandla May

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Black Female

Availability :

Immediate

Salary Requirement :

R 15 000.00 Nett / Month

Career Summary

Company

Position

Duration

Macsteel Trading Port Elizabeth

Sales Office Admin Manager / Trainee Manager

Aug 2010 - Nov 2015 /

2008 - Aug 2010

Nelson Mandela Metropolitan Municipality

Clerk

Jun 2008 - Nov 2008

Standard Bank of South Africa

Teller

May 2006 - May 2008

Music Mix

Sales Assistant

May 2006 - May 2006

South African Breweries

Consultant

Jun 2005 - Jun 2005

Academic History

Qualification :

Grade 12
Date Completed :
2003
Institution :
Ugie High School

Qualification :

B Com General Business Management and Economics
Date Completed :
2008
Institution :
Nelson Mandela Metropolitan University

Qualification :

B Com Honours Economics
Date Completed :
2010
Institution :
Nelson Mandela Metropolitan University

Computer Skills

Programs/Systems :

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, Internet

Additional Training / Courses

Basics of Steel

First Aid Training

FORMTEXT Samantha Jennings
Resumé of Career to Date
Company Name :
Macsteel Trading
Type of Industry :
Steel Merchant
Period of Employment :
2008 - November 2015
Position :
Sales Office Admin Manager
Duties :

Sales Office Admin Manager

Staff compliment of 9 employees, made up of internal sales persons, counter sales persons, purchaser and transport coordinator
Manage and monitor of sales team performance through analysis of various reports

Prepare sales team statistics to be submitted to Branch director
Maintain and enhance customer relations
Assist with implementation and monitor sales strategies
Monitor processes, implement, maintain and improve procedures and systems to ensure effective and efficient pricing strategies
Prepare contracts for customers and adjust accordingly to accommodate price changes
Maintain system pricing
Checking of credit notes and implement corrective action where necessary
Identify slow moving stock and develop strategies to address this
Close liaison with the buyer and transport coordinator to ensure effective stock holding strategies are in place
Authorise all buyouts from external suppliers
Manage procurement process
Check and authorize large quotations prior to submission
Monitor departmental costs and margins on a daily basis
Identify and exploit new business opportunities
Recruit and select employees
Manage employee relations through counselling and corrective action
Train and develop employees

Trainee Manager

Extensive knowledge of the company by understanding processes and policies set in place by the Macsteel Group
Trained in following departments and stores:
Yard/Warehousing - Fittings Store
Yard/Warehousing - Sections
Yard/Warehousing - Plates and sheets
Yard/Warehousing - Tubing
Yard/Warehousing - Piping
Yard/ Warehousing - Special steels
Operations - Receiving/ Distribution
Despatching
Administration -Creditors/Debtors/Finance
General reporting/ Sales office administration
Human resources
Quality Control
Switchboard
Production and value-adding
Sales - Counter/External/Internal

Reason for Leaving :
Retrenched

Company Name :
Nelson Mandela Metropolitan Municipality
Type of Industry :
Municipality
Period of Employment :
June 2008 – November 2008
Position :
Clerk
Duties :

Based at the municipality's water division
Handling correspondence, telephone and visitors
Assist clients with queries of water accounts
Process and follow up complaints of leaking meters
Sending of faxes and copying documents
Interacting with internal and external clients
Maintaining filing
Prepare and process applications of the installation of water meters
Prepare and process payments of sub-contractors

Reason for Leaving :
Better prospects

Company Name :
Standard Bank of South Africa
Type of Industry :
Finance
Period of Employment :
May 2006 – May 2008
Position :
Teller
Duties :

Assist clients with cash and cheque deposits
Cash withdrawals
Bank statements
Inter account transfers
Product cross selling
Reason for Leaving :
Resigned to focus on final exams

Company Name :
Music Mix
Type of Industry :
Retail
Period of Employment :
May 2006 – May 2006
Position :
Sales Assistant
Duties :

Till operation
Assist with any customer queries
Sales

Reason for Leaving :

Better prospects

Company Name :
South African Breweries
Type of Industry :
Manufacturing
Period of Employment :
June 2005 - June 2005
Position :
Consultant
Duties :

Handling correspondence, telephone and visitors
Maintaining filing
Prepare and process liquor license application

Reason for Leaving :
Temporary position

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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