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Position Applied For:

District Admin Manager

Candidate Name:

Jeanine Adant

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

6 May 2016

#### Personal Details

Surname :

Adant

First Names :

Jeanine

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

White, Female

Availability :

30 Days

Current Salary :

R 15 300 per month

Expected Salary :

R 18 500 per month

#### Career Summary

Company

Position

Duration

The Brand Management Team

Warehouse Operations Assistant Manager

May 2013 - Current

Halogen International

Showroom Consultant & Assistant to Manageress

Mar 2012 - Apr 2013

Exquisite Indents

Buyer - Soft Furnishings

Mar 2011 - Nov 2011

#### Candidate Summary

Hard worker, self-motivated, able to work well under pressure, meet tight deadlines.

Well-presented and prepared to work over time when necessary.

Honest, reliable, trustworthy and responsible.

Assertive, strong admin skills, above average written and communication skills.

Well organized and ability to prioritize.

Excellent interpersonal skills, ability to establish professional working relationships.

Sensitive to confidential information, able to assess situations, act responsibly and professionally.

Proactive, use initiative, able to work both independently and within a team.

#### Academic History

##### Qualification :

Domestic & Commercial Interior Decorating and Design

##### Date Completed :

1999

##### Institution :

Birther School of Interior Decorating

##### Qualification :

Matric

##### Date Completed :

1998

##### Institution :

Amanzimtoti High School



#### Computer Skills

##### Programs/Systems :

Microsoft Word & Excel - Excellent knowledge and experience. (15+ years' experience)

PowerPoint - Intermediate knowledge and experience.

Microsoft Outlook & Outlook Express - Excellent knowledge and experience of all email programs.

Syspro - Basic knowledge and experience.

Jeanine Adant  
Resumé of Career to Date  
Company Name :  
The Brand Management Team  
Type of Industry :  
Cosmetics  
Period of Employment :  
May 2013 - Current  
Position :  
Warehouse Operations Assistant Manager  
Duties :

The main responsibility of this position is to ensure the timeous delivery of orders to retail stores and to DS as well as assisting and supporting the Warehouse Operations and Management Teams. This position is deadline driven and attention to detail and planning is key.

Other duties include but are not limited to:

Finance

Responsible for paying weekly wages to warehouse staff. Approx 30 to 100 staff)

Generating payslips for warehouse staff.

Responsible for warehouse petty cash.

Warehouse

Request collection bookings with courier at store level.

Documenting GRN's and physical stock counts.

Updating returns spreadsheets.

Creating waybills for all outgoing orders on Parcel Perfect waybill system.

Creating labels on Zebra Designer system for biweekly Ackermans Orders.

Reverse logistics - Return of goods

Disposal of obsolete and damaged goods.

Ordering of all warehouse consumables and grocery requirements.

Pest Control

Operations

Creating of DC booking form.

Liaising with clients DC staff to secure delivery bookings.

Work with clients EDI online system to insure all orders reflect on the system before delivery.

Liaising with courier companies to secure delivery of orders.

Tracking of all orders on the courier website.

Sourcing

Sourcing of new cosmetics through websites such as Alibaba.

Creating relationships with the overseas suppliers.

Negotiating prices.

Keeping up to date with the latest trends.

Understanding the cost analysis of each item.

Assessing the suppliers' capability to meet our requirements.

Acquiring competitive quotes.

Product selection knowing the needs of the client.

Updating the ranges.

Admin

Daily staff register update.

Consolidating staff leave, sick leave and FRL.

Store Sales reports.  
Answering phones.  
Reason for Leaving :  
Company not financially stable

Company Name :  
Halogen International  
Type of Industry :  
Manufacturing  
Period of Employment :  
March 2012 - April 2013  
Position :  
Showroom Consultant & Assistant to Manageress  
Duties :

The main function of the position is to assist the Interior Decorators and Designers in selecting quality fabrics for their projects.■■  
Assist in the general upkeep and appearance of the showroom, changing displays. Seeing that all discontinued items be removed from the showroom.  
Assist in the preparation of fabric launches.■  
Liaise with accounts department with client account queries.  
Reason for Leaving :  
Retrenched

Company Name :  
Exquisite Indents  
Type of Industry :  
Houseware  
Period of Employment :  
March 2011 - November 2011  
Position :  
Buyer - Soft Furnishings  
Duties :

To source new suppliers and new product to develop into the market place.■  
To liaise with current suppliers and negotiate better price points for the ever changing market.  
Develop new product and present to large chain stores such as Mr. Price, Sheet Street and Pep and achieving sales.■■■■■  
Traveling to international Textile Fairs (China) in order to source new product. ■  
Work closely with chain store buyers in order to maintain and achieve brand look .  
Prepare photo quotations and present Power Point Presentations to clients.  
Reason for Leaving :  
Relocated to Cape Town

Company Name :  
Afrormosia  
Type of Industry :

Furniture Manufacturer  
Period of Employment :  
March 2010 - September 2010  
Position :  
Sales Representative  
Duties :

To go out into the market place and sell range of Furniture to clients such as Interior Decorators, Schools, Restaurants, Hospitality etc. ■■  
Design of customized furniture to suite individual client's needs. ■  
Quoting of furniture for clients. ■■■■  
Assisting clients in the showroom when choosing furniture and guiding on Décor choices.  
General office duties including assisting answering the phone, filing, faxing.  
Reason for Leaving :  
Better opportunity

Company Name :  
Hertex Fabrics  
Type of Industry :  
Fabric  
Period of Employment :  
July 2009 - December 2009  
Position :  
Internal Sales / Showroom Consultant  
Duties :

Attending to Customers  
Assisted clients with schemes of their choice, advising on colour, price, use and care of products available in the showroom, with the aim of making a sale.  
Phoning customer base to follow up on any queries or requests and to build a positive relationship with clients. ■  
■■■  
Assisting the Sales Consultants  
Assisted the Sales Consultants with cuttings requests, book requests or schemes they may need for their clients ■  
Assisted their clients in the showroom as well as our own.  
■■■  
Opening Of New Accounts ■  
Made sure that the client understood the policy when opening a COD or 30 day account, and obtained the relevant information from the client in order to have the account opened.  
■■  
Sample Books, Hangers, Memos, Cuttings  
Insured that the showroom was kept up to date with new product as well as taking out the discontinued ranges. ■  
Strict records were kept on any samples taken out by clients, as well as ensuring the return of all samples within the required lending period. Followed up on outstanding samples.

■■■

Showroom - General

Organised the display windows: ensuring that the displays were updated every 3-4 months with new product.■■

Ensured that the showroom was kept neat and tidy at all times as well as ensuring the general maintenance of the showroom was seen to.

Reason for Leaving :

6 month contract

Company Name :

St. Leger & Viney

Type of Industry :

Fabric House

Period of Employment :

October 2008 - June 2009

Position :

Branch Manageress

Duties :

Sales & Claims■■■■■

Growing the customer base in KZN which entails networking, marketing, researching and customer contact in conjunction with sales consultants or independently. Acknowledged or declined claims made by the customers and processes the claims according to company procedures.■■

Reaching sales targets set out for the year.■

■■■■■

Management Responsibilities

Meeting branch targets and budgets set out by company

Planning, organizing and controlling all resources in branch. Including facilities, equipment, stock and staff.■■■■

Managing performance as well as disciplining staff as necessary.

Ensured that myself and staff were kept up to date with product and operational requirements.

Proper management of appros in the branch■

Liaised with head office creditors department regarding purchase order payments, petty cash reimbursements and stationary requests.■■

■■■■■

Customer Service■■■■■

Ensured the company's customer service standards were adhered to by all staff and sales staff.

Liaised with head office regarding customer service queries when necessary.

Assisted on a managerial level when intervention was required in order to resolve customer complaints.■■■■

■■■■■

Showroom Responsibilities

Ensured the showroom's appearance, atmosphere and customer service met the company's standards and brand.■■■

Ensured adequate stock levels in the showroom.■

Co-ordinated annual stock take.■■

■■■■■

Functions

Co-ordinated company functions for the branch according to Managing Director or

company requirements, for example, launches.■■■

Assisted in the hosting of international guests, which included dining out and working outside normal hours of work.■■■

Reason for Leaving :

Contract

Company Name :

Svenmill Fabrics

Type of Industry :

Fabrics

Period of Employment :

July 2006 – September 2008

Position :

Showroom Manageress

Duties :

The management of the showroom as well as to research new customers, plan and execute functions.

To promote new product launches and support the local sales team in the workplace.

Report directly to the Managing Director.

Assisting customers in the showroom

Internal sales of Fabrics■

Opening of new customers accounts

Maintaining customer satisfaction

Telephonic orders, capturing on system

Reason for Leaving :

Retrenched

Company Name :

Toxic Ink

Type of Industry :

Silkscreen Printers

Period of Employment :

April 2003 – June 2006

Position :

Receptionist / PA / Buyer

Duties :

Ordering of all raw material stocks for company. Upon receiving the order for stock I would check that the order was correct, place the order and follow up the order until it was received as ordered.

This involved liaising with suppliers, sourcing new suppliers while keeping the cost

of products in mind therefore ensuring a cost saving plan for the company while not ■

compromising quality of product.■■■■■

Assist with and have knowledge of Textile Design■■■■■

Answering Siemens switchboard with 6 incoming lines with 40 extensions■■■

Screen calls for Director, assist clients and direct them to relevant area for meeting.■

Arrange food and refreshments for boardroom meetings / range launches with potential clients. / Clock card monitoring and entering data on PC■■■■■

Typing up letters, faxes memos and documents on Word or Excel, filing■■■

General Admin duties. Have experience in dealing with customers and any queries that arise.

Reason for Leaving :

Wanted to get experience in decorating

Company Name :

Hanco Packaging

Type of Industry :

Packaging

Period of Employment :

April 2000 - May 2002

Position :

Internal Sales / Office Admin

Duties :

Taking stock orders from customers telephonically

Invoicing of goods to customers using the Syspro system.

Responsible for checking incoming and outgoing stock

Supervising the loading of trucks with goods

Internal Sales, liaising with "walk in" customers

Maintaining customer satisfaction by following up.

General office duties.

Reason for Leaving :

Pursue a career in the area of her studies

MPC Recruitment Group | [Insert Consultant's Name Here]

[Insert Position Applied For Here] | [Insert Applicant's Name Here]

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■Candidate Name ■|■Jeanine Adant XE

■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048