

CONFIDENTIALITY CLAUSE: All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment  
Position Applied For:

Candidate Name:

Kristen Overmeyer

MPC Consultant Name:

Joanne Bell

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

5 April 2016

Personal Details

Surname :

Overmeyer

First Names :

Kristen

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured Female

Availability :

Calendar Month

Current Salary :

R 11 500.00 p/m

Expected Salary :

R 12 000.00 - R 15 000.00 p/m CTC

Career Summary

Company

Position

Duration

GNLD

Distributor Service Officer

2007 - Current

Boardmans (Edcon) - Table View

Assistant Manager

2006

Boardmans (Edcon) - Canal Walk

Training Manager

2003 - 2005

Candidate Summary

Kristen Overmeyer matriculated in 1998 and had 9 years' experience as a Distributor Services Officer.

She describes herself as mature in her attitude towards her work; she always plans her day to gain maximum production. She continued to say she is conscientious, flexible and performs competently under pressure. She added that she works well within a team, is friendly, works hard to meet her deadlines, has good communications skills as well as good organizational and planning skills.

While working in retail she supervised staff, teams between 6 - 12 people.

#### Academic History

Qualification :

Matric

Date Completed :

1998

Institution :

Ravensmead Senior Secondary School



#### Computer Skills

Programs/Systems :

Windows 95

MS Word

Excel

PowerPoint

Access

#### Additional Training and Skills

Competencies Acquired:

Customer Service

Management

Office Administration

Attention to detail

Leadership skills

Client Services Orientation

Negotiating skills

Planning and organizing

Conflict handling skills

Assertiveness

Communication skills

Initiative and innovativeness

Kristen Overmeyer  
Resumé of Career to Date  
Company Name :  
GNLD  
Type of Industry :  
FMCG  
Period of Employment :  
June 2007 - Current  
Position :  
Distributor Service Officer  
Duties :

Client Service (Customer Care)  
Capturing of orders and applications  
Cash management  
Cash office responsibilities  
Basic administration duties  
Query handling  
Event co ordination  
Reason for Leaving :  
Been at the company for a long time, ready for a career move. As well as possibility of retrenchment.

Company Name :  
Boardmans (Edcon) - Table View  
Type of Industry :  
Retail  
Period of Employment :  
1999 - May 2007  
Position :  
Assistant Manager  
Duties :

Assistant Manager (2006 - May 2007) Table View  
Supervision of staff  
Store controlling  
Performance management  
Recruitment and selection of staff  
Facilitating team performance  
Managing operations  
Client Services  
Budget Management and Financials

Training Manager (2003 - 2005) Canal Walk  
Supervision of staff  
Office administration  
Managing operations  
Client services  
Visual Merchandising

Client and Administration Assistant (1998 - 2002) Tygervally Centre

Operating electronic transactions  
Assisting clientele on the floor  
Office Administration  
Reason for Leaving :  
Wanted to leave retail to work in Administration.

MPC Recruitment Group | [Insert Consultant's Name Here]  
[Insert Position Applied For Here] | [Insert Applicant's Name Here]  
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■Candidate Name ■|■Kristen Overmeyer XE  
■MPC Consultant Name ■| ■Joanne Bell (021) 552 8048