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Position Applied For:

Store Manager

Candidate Name:

Nastassia Kotze

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

18 July 2016

Personal Details

Surname :

Kotze

First Names :

Nastassia

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

White female

Availability :

2 weeks

Current Salary :

R14 800.00

Expected Salary :

R16 500.00 plus Comm.

Career Summary

Company

Position

Duration

@Home

General Assistant Store Manager

Jun 2016 - date

Lush Cosmetics

Store Manageress

Apr 2015 - May 2016

M.A.C. Cosmetics

Supervisor

2009 - 2015

Candidate Summary

"I am extremely goal driven, hardworking and a real go-getter! I am a realist as well as optimistic. I don't take feedback negatively; I take it as a learning experience and room for improvement.

I believe in having a strong team dynamic, I believe a Leader is only as good as their Staff and so I strive to have my staff succeed and excel in any given task or responsibility.

I am highly self-motivated and my level of Customer Service excellence is extremely high.

I have gained a tremendous amount of experience and skills and I would like to continue my journey in a career based company"

Academic History

Qualification :
Diploma
Date Completed :
2009
Institution :
Intec College

Qualification :
Matric
Date Completed :
2008

Computer Skills
Programs/Systems :
MS Word
Outlook
Project
MS Excel
PowerPoint
Access

Nastassia Kotze
Resumé of Career to Date
Company Name :
@Home
Type of Industry :
Retail
Period of Employment :
June 2016 - date
Position :
General Assistant Store Manager
Duties :

Recruitment
Delegating duties
Managing Staff (Including Floor Manager and Admin Manager)
Housekeeping (Oversee)
Daily Target
Forecasting of Figures
Conducting Meetings
Discipline Staff
Motivate Staff, Ensuring efficiency in staff performance
Performance Management
Stock Control (Stock loss, Stock excess, Stock take)
Leading by example
Report analysis (SOH, Stocktake, daily figures, targets, HR
Reason for Leaving :
Retail hours, not what was offered

Company Name :
Lush Cosmetics
Type of Industry :
Retail
Period of Employment :
April 2015 - May 2016
Position :
Store Manageress
Duties :

Duties: Leading effective: Keep team motivated and assess communication styles and learning styles, Assess team needs and growth plans
Store operations: Payroll; Delegating Duties; In-store staff performance managing and assessments; Admin; Sales; Recruitment; Report Analysis; Forecasting of sales/footfall/Actual; Stocktake; Battle Plans; Rostering, In-Store Training: Train current team and new team members on procedures/products/sales
Reason for Leaving :
Better offer

Company Name :
M.A.C. Cosmetics
Type of Industry :
Retail
Period of Employment :
2009 - 2015
Position :
Supervisor
Duties :

2014 - 2015
General Artists and floor managing
Section checking: Artist Sales & performance Managing
Payroll
2013
Stock Replenishment
Scheduling & Roster planning
Supplies & Stock orders
Stock counts & sell thru
2009 - 2012
Stock replenishment
Cleaning
Cash-up
Reason for Leaving :
No growth

Company Name :
Musica
Type of Industry :
Retail
Period of Employment :
2006 - 2007
Position :
Admin Manager
Reason for Leaving :
Casual

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