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Position Applied For:

Receptionist

Candidate Name:

Olivia Roberts

MPC Consultant Name:

Cameron Ward

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

19 September 2016

Personal Details

Surname :

Roberts

First Names :

Olivia

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured, Female

Availability :

Immediate

Current Salary :

Not Employed

Expected Salary :

R10000 per month CTC

Career Summary

Company

Position

Duration

British American Tobacco (BAT) South Africa

Regional Secretary

Nov 2015 - Current

Varsity College

Receptionist

Dec 2013 - Oct 2015

Venus Security Solutions

Personal Assistant & Payroll Administrator

Aug 2009 - Nov 2013

Academic History

Qualification :

Matric

Date Completed :

2002

Institution :

Bellville High School

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Computer Skills

Programs/Systems :

MS Office

MS Windows

Additional Training and Skills
Professional Skills
Telephone skills
Microsoft Office skills
Supply Chain Management
Supplier Relationship Management
Supplier Sourcing
Vetting
Price Negotiations
Quality and Standards Management
Communication
Report Writing
Consulting
Inventory Management
Performance Management
Staff Management
Productivity Improvement
Team Building
Motivation

Personality Traits
Proven problem solving ability
Assertive and goal orientated
Self-motivated
Conflict handling
Thrives under pressure
Competent and effective

Olivia Roberts
Resumé of Career to Date
Company Name :
British American Tobacco (BAT) South Africa
Type of Industry :
Tobacco
Period of Employment :
November 2015 – August 2016
Position :
Regional Secretary
Duties :

Answering switchboard and handling of queries
Managing all calls on behalf of region
Preparing paperwork for meetings
Managing, reviewing filing and office management
Travel Bookings and arrangements
All other issues relating to Office Administration
Reason for Leaving :
Contract Position

Company Name :
Varsity College
Type of Industry :
Education
Period of Employment :
December 2013 – October 2015
Position :
Receptionist
Duties :

Answering switchboard and handling of queries
Managing electronic diaries of Top Management
Venue coordinator
Booking meetings
Data capturing
Filing
Payments
Arranging courier services
General Administration
Reason for Leaving :
Resigned in lieu of better prospects

Company Name :
Venus Security Solutions
Type of Industry :
Security
Period of Employment :
August 2009 - November 2013
Position :
Personal Assistant & Payroll Administrator
Duties :

Answering switchboard and handling of queries
Preparing paperwork for meetings
Managing, reviewing filing and office management
Payroll (easy roster system)
HR Administration
All other issues relating to Office Administration
Reason for Leaving :
Retrenched

Company Name :
Enforce Security Solutions
Type of Industry :
Security
Period of Employment :
April 2009 - August 2009
Position :
Receptionist / Payroll / Administrator
Duties :

Answering switchboard and handling of queries
Preparing paperwork for meetings
Managing, reviewing filing and office management
Payroll
HR Admin
All other issues relating to Office Administration
Booking meetings
Data capturing
Filing
Payments
General Administration
Reason for Leaving :
Better opportunity

Company Name :
Gremick Security
Type of Industry :
Security
Period of Employment :
2008 - 2012
Position :
OPS Controller / Switchboard
Duties :

Problem solving involving customers
Handling all calls for company
Reason for Leaving :
Better opportunity

Company Name :
The Foschini Group
Type of Industry :
Retail
Period of Employment :
2002 - December 2004
Position :
CPI Consultant
Duties :

Customer liaison
Sales
Telephone Handling
Audits
Marketing of items in store
Reason for Leaving :
End of Contract

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Olivia Roberts XE
■MPC Consultant Name ■| ■Cameron Ward (021) 552 8048