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Position Applied For:

Internal Sales Support

Candidate Name:

Natasha Williams

MPC Consultant Name:

Claire Keyser

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

29 November 2016

Personal Details

Surname :

Williams

First Names :

Natasha

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Female

Availability :

Immediate

Current Salary :

N/A

Expected Salary :

R15 000 per month

Career Summary

Company

Position

Duration

South African Breweries (SAB)

Sales Services Administrator

Mar 2016 - May 2016

Times Media Home Entertainment

Sales Administrator / Office Manager

Jul 2009 - Sep 2015

Academic History

Qualification :

Diploma in Business Management

Date Completed :

2006

Institution :

False Bay College

Qualification :

Youth Development Certificate

Date Completed :

2004

Institution :

Chrysalis Academy

Qualification :

Matric
Date Completed :
2003
Institution :
Belgravia High School



Computer Skills
Programs/Systems :
Windows '95, '98, 2000, XP, 2010, 2013
MS Excel
Word
PowerPoint
Access
Outlook
Internet
Financial Software Systems:
Gallo
SAP
Pastel
Hiport
Standard Bank Business Online

Additional Training and Skills

Negotiation Skills

Leadership Camp

Achievements & Awards

Outstanding Achievement in Computer practice

Outstanding Achievement in Entrepreneurship & Business Management

Outstanding Achievement in Sales Management

She received the President Award Bronze Medal for completing a 3 month youth development course at Chrysalis Academy

Selected as Group Leader at Chrysalis Academy for outstanding leadership skills

Outstanding achievement for completing a 72 day survival course at Outward Bond South Africa

She was the 1st employee in RMB team at Standard bank to achieve a nil recon item balance

Skills

Create and maintain accurate database

Retrieve information quickly and efficiently

Manage and complete multiple tasks accurately and by deadline

Organize, schedule and plan meetings and appointments

Draft correspondence and documents using good language and grammar skills

Plan and implement office procedures to improve efficiency

Collect and review information to generate reports

Handle queries and requests for information competently

Monitor and maintain office supplies and equipment

Communicate clearly and professionally with internal and external customers

Pay close attention to detail in all aspects of the job

Ability to work both as an effective team member and independently, using own initiative

Make decisions using available resources and sound judgment

Maintain confidentiality and discretion

Natasha Williams
Resumé of Career to Date
Company Name :
South African Breweries (SAB)
Type of Industry :
FMCG
Period of Employment :
March 2016 – May 2016
Position :
Sales Services Administrator
Duties :

Managing the fridge rollout plan in the region through engaging with the manufacturers, the fridge contractor and the sales force
Managing fridge PTP process on SAP
Managing the regions swop out request process and SAP requirements
The Scraping process activities for fridges (together with finance)
Managing the fridge capitalization process
Managing the fridge contract requirements with sales force and the contractor
Managing the fridge verification process and the updates made on fridge database
Managing the fridge database integrity and reports
Managing the draught database to ensure all assets are correctly reported
Managing the draught PTP process on SAP
Managing the draught installation, movement, requests and processes with the sales force and contractors
Managing the draught contract requirements with the sales force and the contractor
Reason for Leaving :
Fixed Term Contract ending 29 July 2016

Company Name :
Times Media Home Entertainment
Type of Industry :
Media and Publishing
Period of Employment :
July 2009 – September 2015
Position :
Sales Administrator / Office Manager
Duties :

Formatting and processing of sales orders and doing cost checks
Deleting orders as requested by customer or production manager
Handling price claims, invoicing and returns
Arranging transport for orders and liaising with delivery team
Monitoring and being aware of stock availability
Providing customer with listing details

PA and Administrative support for Sales Manager and key accounts executive: Email/Inbox support, general admin, diary maintenance/movements, expenses, meeting rooms, printing/binding, petty cash, attendance register, etc.
Recording office expenditure and managing budget
Organizing the office layout and maintaining supplies of stationery
Responsible for the training of new staff members in the department
Run weekly and daily order status and back order reports for customers
Point of contact to all key customers/prospects and manage customer requests accordingly

Prepare sales figures, analysis and reports weekly for Sales Manager
Sending out sample products to customers
Responsible for receiving and recording any customer complaints and following the process
Follow up any action points whilst Sales Manager and Key Accounts Executives are travelling managing any day to day issues
Monitor specific customers sales with volume price reductions or volume rebates and record and handle these accordingly
Prepare purchase orders for distributors and approved partners liaising with Account Managers as required
Provide direct support to the sales team in the following areas; pricing/1st line customer contact and support/contacting customers by phone to obtain outstanding paperwork.
General sales database administration
Proactive approach to training/learning new and existing systems with guidance from the Sales Manager
Provide support in monitoring customer satisfaction
Reason for Leaving :
Retrenched

Company Name :
Standard Bank
Type of Industry :
Banking
Period of Employment :
January 2008 - July 2009
Position :
Unit Trust Portfolio Administrator
Duties :

Daily and monthly cash Reconciliation
Hiport update and cross checking balances on business on line
Reconciliation of units
Checking Overdraft on accounts (daily Compliance)
Reconciliation of accrued interest and receipting of all interest received
Evaluate funds and report on them with regards to the leverage and the risk involved
Ensure sufficient funds available in all accounts to cover any fees, bank charges and unsettled transactions
Reconcile off shore funds
Report on and settle trades
Ensuring that all process documentation is kept up to date
Ensuring that documentation is filed and is easily retrievable
Process and resolve queries received in relation to cash and unit reconciliations and client queries
Reconcile scrip holdings between portfolio management system and Custodian system
Inform team leader of any recon items and outstanding issues older than 3 days
Responsible for the training of new staff members in the department
Escalating any urgent issues to Manager
Reason for Leaving :
1 year 6 month contract position

Company Name :
CASE- Youth Development Organisation
Type of Industry :
NGO

Period of Employment :
November 2004 - December 2005
Position :
Office Manager
Duties :

Using a range of office software, including email, spreadsheets and databases
Managing filing systems
Recording office expenditure and managing the budget
Organizing the office layout and maintaining supplies of stationery and equipment
Maintaining the condition of the office and arranging for necessary repairs
Overseeing the recruitment of new staff including training
Ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies
Delegating work to staff and managing their workload and output
Promoting staff development and training
Writing reports for senior management and delivering presentations
Responding to enquiries and complaints
Attending conferences and training
Reason for Leaving :
Studied full time

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Natasha Williams XE
■MPC Consultant Name ■| ■Claire Keyser (021) 552 8048