

# Adriaan Willemse

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## SKILLS

- SAP
- MyMarket
- OrderCo
- Microsoft Office
- HTML-5
- CSS-3
- Javascript
- HSWRC (Health and Safety Waste and Recycle Committee Officer)
- General Fire Fighting Orientation Presentation for new starting staff
- Customer Care & Service
- Photography
- Full Stack Web Development
- Time Management
- Fire Marshall
- Firearm Proficiency and Competency

## WORK EXPERIENCE

### Netcare Blaauwberg - Procurement Officer

Aug 2017 - Nov 2022

Procurement of Capital Equipment // Procurement of general hospital supplies // Ensuring all invoices are received and processed timeously // Stock evaluating and reporting // Stock control and management // Supply and issue general supplies and consumables to the various wards on a weekly basis // Perform stocktakes on a monthly basis // Liase with and obtain quotations for hospital equipment as needed from suppliers

### Netcare Blaauwberg - Filing Clerk

Aug 2010 - Jul 2017

Providing patients, Legal Representatives and Law Enforcement with documentation as required // Liaising with Metrofile regarding patient file archiving and storage // Ensuring that the patient accounts have been billed, filed and sent to members accordingly // Custodian of legal documentation and Hotbox items // Stocktake and stock control within the department and other wards within the hospital // Assisting the WCA Clerk with certain tasks

### Mega Mica Tygervalley - Stock Controller

Feb 2006 - Oct 2009

Stock procurement and management // Ensuring monthly store promotions run smoothly and effectively // Banking duties Compiling reports and worksheets as instructed by Line Manager // Providing customers with in-depth knowledge of products Receiving of stock and distributing // Price and inventory management // Basic office administration duties

## EDUCATION & CERTIFICATION

Buren High School

*National Senior Certificate*

1998

Udemy Coding Academy

*Full Stack Web Development*

2023

## REFERENCE

Erika De Klerk

Netcare Blaauwberg

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Lidia j.v Rensburg

Mica Tygervalley

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## LANGUAGES & INTERESTS

- English
- Afrikaans
- Web Development
- Photography
- Hiking
- Motorcycles
- Computers
- Strong first language
- Strong second language
- I develop websites for clients as an entrepreneur
- I specialise in photography as an entrepreneur
- I hike on the mountains over weekends when I have the time
- I love taking rides on the long open roads
- I enjoy gaming and creating with a computer