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Personal Statement:

Each day I try to pursue the truth, live the reality presented, reach for a better future, and try to be genuinely happy.

During the past fifteen years, I have developed skills and expertise in the retail, sales, and procurement sectors, where I designed and automated various business processes. This resulted in higher department productivity, and reduced company overheads. To succeed in these projects, I had to help the team embrace change by offering guidance, training, and setting an example by diligently adhering to the new processes following the processes we designed.

During this time, I decided that I want to move away from the operational activities of the retail sector and direct my focus on system and process design and develop a career in Business and Data analysis.

Employment History

**Company Name :** Cape Union Mart – Whale Coast Mall (Hermanus)

**Position Held :** Store Leader (Manager)

**Period :** March 2022 – March 2024

**Duties :** Day to day operations of store

: Stock Management

: Staff Scheduling, training and Management

: Cash ups and Banking

: Customer Service and Maintenance

: Learning and Development Implementation

: Reporting

: Stock Takes

: OHS

**Company Name :** Self Employed – Business Process Management & Standards

**Position Held :** Consultant Small Business Process Management

**Period :** June 2021 – February 2022

**Company Name :** WECO (Pty) Ltd.

**Position Held :** Buyer

**Period :** January 2021-June 2021

**Contact Person :** Human Resources (Silindile)

**Contact Number :** (011) 762-4341

**Duties :** Processing of Requestions.

: Calculations of Re-order Quantities and Re-order Points

: Negotiate Prices and quotes with Suppliers

: Place orders and expedite orders

: Supplier Relations

: Reporting

**Company Name :** WECO (Pty) Ltd.

**Position Held :** Internal Sales and Administrator

**Period :** November 2017-December 2020

**Contact Person :** Human Resources (Silindile)

**Contact Number :** (011) 762-4341

**Duties :** Sales Quotes (Internal and External)

: Processing of Sales Orders

: Processing of Invoicing

: Reporting (Excel and JOBBOSS)

: Driver Schedule Management and Assistance

: Customer Relations and Assistance

: Production Schedule Prompting and Liaison

: Reception Duties and Delivery Scheduling and Receiving

**Company Name :** ECAM (Pty) Ltd.

**Position Held :** Senior Internal Sales Consultant

**Period :** July 2011- May 2017

**Contact Number :** (011) 955-3379

**Duties :** Sales Quotes (Internal and External)

: Servicing Schedules (Audits & Projects)

: Processing Orders and Administration

: Database Maintenance and Reporting

: System Maintenance (Sage Evolution)

: General Assistance with Accounts

: General IT assistance and Office Support

: Inter-Departmental assistance.

: First Line Customer Interface & Assistance

**Company Name :** Ruimsig Mica

**Position Held :** Purchase Manager

**Period :** February 2010- June 2011

**Contact Number :** (011) 958-0185

**Duties :** Purchase of Stock

**:** Research on new products

**:** General Administration

**:** Merchandising

**:** Accounts and System administration

**:** Costumer Relations

**:** Training of inexperienced staff

**:** Relations officer for suppliers

**Company Name :** Rant-en-Dal Mica

**Position Held :** Purchase Manager

**Period :** February 2007- February 2010

**Contact Number :** (011) 660-9225

**Duties :** Purchase of Stock

**:** Research on new products

**:** General Administration

**:** Merchandising

**:** Accounts and System administration

**:** Costumer Relations

**:** Training of new staff

**:** Relations officer for suppliers

Educational Qualifications

**Institution :** Unicollege West Rand

**Year Obtained :** 2019

**Course :** Business Management N4+N5 Obtained, Currently completing N6

**Institution :** Udemy Online

**Courses :** Collaboration and Emotional Intelligence

**:** Complete Prezi (presentation program)

**:** Effective Delegation for New Managers

**:** Eliminate Waste by Implementing 5s

**:** Employee Engagement Management Coaching

**:** How to become a Workplace Coach

**:** Kaizen Practitioner Masterclass for Quality Management

**:** Lean Leadership, Lean Culture & Lean Management

**:** Lean Problem-Solving for Team Members and Leaders

**:** New Manager Training in Essential Skills

**:** Team Leadership & Management Skills 2020

**:** Trello Project Management: Complete Course

**:** SAP Crystal Reports

**Institution :** Coaching Studies International

**Year Obtained :** 2020

**Course :** Employee Engagement Workplace Coach (Cert No: 1140)

**Institution :** Sage Intelligence

**Year Obtained :** 2018

**Course :** Excel on Steroids 2013 Plus

**:** Excel on Steroids 2016 – Data Analysis

**:** Excel on Steroids 2016 – Formulas and Functions

**:** Excel on Steroids 2016 – Pivot Tables and Pivot Charts

**Institution :** Damelin Westrand

**Year Obtained :** 2008

**Course :** Business Administration and Management

**High School :** Hoërskool Hoogland

**Standard Passed :** Matric

**Year Obtained :** 2003

**Subjects :** Afrikaans HG

**:** English HG

**:** Mathematics HG

**:** Science SG

**:** Economics HG

**:** Computer Science SG

Software Packages previously worked with:

* Crystal Reports - Reporting Creation and Management
* Ulti-sales (CMD and GIU) – Retail Management and Point-of-Sale
* SAGE Partner – Accounting and CRM Management
* SAGE One – All in One Cloud Based Accounting Software
* SAGE Evolution – Accounting and Manufacturing Software &Additional Modules
* Xperdite – Production and Costing Software
* JOBBOSS – Manufacturing and Accounting Software
* CowHills – Point-of-Sale Software
* StoreForce – Staff and Store CRM and Scheduling Software
* SharePoint – Cloud Based Data storage and Enterprise Management
* Microsoft Office Suite – Excel, Word, Powerpoint, Outlook
* Microsoft Forms – Data Collection and Dashboard Creation
* Trello – Project and Team Management (Remote Work Scheduling)
* Oracle SIOCS – Stock Management, dispatch and receiving on retail level

Personal Interests and Hobbies:

* Study – Lifelong Student
* Photography
* Architecture Designs
* Cooking
* Travel and Tourism
* Marketing and Business Process Management

Supporting documents available via email on request of the employer.

I thank you for the opportunity to apply for this position.

Regards,

Marco Labuschagne