Matt Hanbury

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Highly adaptable and industry flexible with experience in administration, data handling and general office duties. An advanced user of Microsoft Office who is comfortable working in fast paced environments, working efficiently with set SLA's and taking proactive steps towards process improvement as well as problem solving.

Education

Undergraduate Vega School, Cape Town, South Africa (2012 – 2014) Internationally recognised tertiary education	**BBA Brand Building and Management – 2:1 (68.4%)** Specific skills and knowledge areas: • Micro, Macro and Development Economics • Finance & Statistics with basic Accounting • The critical study of brands and in-depth analysis of effective brand practice • Undergoing briefs and conducting research, compiling data and presenting findings to key stakeholders with recommendations for practical and effective adjustments/improvements • The study of acceptable organisational behaviour, critical thinking and creative development • Innovation and Business Management
Michaelhouse Highschool, Balgowan, South Africa (2007 – 2011)	**Main Matric subjects** • Economics (**C**), Geography (**A**), Computer Applications Technology (**A**) **Matric (Equivalent to GCSEs and A-Levels combined)** • **3 subjects at grade A** (including Geography, Computer applications Technology and Mathematical Literacy) **2 subjects at grade B** (including English and Life Orientation**) 2 subjects at grade C** (including Afrikaans and Economics)

Employment

Zenith – Intelligent Vehicle Solutions 1 Great Exhibition Way, Kirkstall Forge, LS5 3BF <u>Previous roles at Zenith:</u> Major Account Administrator Reservations Administrator	**Business Analyst** Role and specific skills: • Various detailed reporting • P46/P11d audits & final reports • Payroll audits & final reports • Process improvements • Daily communication with Customer Payroll managers, Customer Fleet contacts, Customer employees

Get Geared 5 Regent Street, Leeds (June 2017 – March 2018)	**Customer Product Advisor** Role and specific skills: • Sales role focused on problem solving & customer satisfaction • Conveying large amounts of specific information to customers of varying mindsets and opinions • Educating and informing customers in a highly efficient/concise manner in person and over the phone • Negotiating price points, overcoming objections and eradicating doubts • Creating, editing and closing customer accounts and sales orders • Handling complaints and queries in person and over the phone
Hospitality Industry	**Waiter/Barman** • The Original Oak – April 2018 – August 2018 • Bill's Restaurant – September 2016 – June 2017 • The Surbiton Flyer – March 2016 – June 2016
Fresh Advertising & Marketing 235 Blaauwberg Rd, Table View, Cape Town (May 2015 – July 2015)	**Account Executive Intern** Role and specific skills: • Attending weekly client meetings with my General Manager and assisting with the reporting of job brief status to clients • Liaising between specific clients and the agency with reference to job briefs and ad hoc requests • On occasion delivering job reports to clients • Undertaking general office admin and ad-hoc requests
Rhubeg Investments (Pty) Ltd Rhubeg Farm, D16, Dargle, South Africa (January 2015 – December 2015)	**Assistant Farm Manager** Role and specific skills: • Gathering raw data on a daily basis from various flock sites • Uploading flock data into Ornithon FMS (Flock Management System) • Reviewing select data on a daily basis and immediately addressing any issues • Reviewing other data on a weekly and monthly basis • Retrieving data when required and displaying it in graphed formats • Contributing to the immediate and forecasted decisions regarding flock management and the lifecycle of ± 1 000 000 fertile eggs produced monthly