

Curriculum Vitae

I am a determined, reliable and hard-working person who seeks to achieve a work-life balance in what I do so that I can perform well and achieve in all areas of my life. I believe in making a difference to those with whom I work through conscientiousness, being organised and adding value as much as possible. I feel that I have strong people and leadership skills that enable me to work well with my fellow employees.

Franco Muller

9 Second Street, Albertskroon, Randburg JHB, 2195
082 711 8200
francomuller200201@gmail.com

PERSONAL DETAILS

Surname	Muller
Name	Franco
I.D Number	0204135116083
Date of Birth	13-04-2002
Gender	Male
Marital Status	Not married
Weight	72kg
Height	1.80m
Children	None
Nationality	South African
Driver's Licence	Yes
Home Language	Afrikaans
Bilingual	Afrikaans and English
Health	Healthy
Criminal Offences	None
Contact Details	082 711 8200 079 398 2854
E-mail address	francomuller200201@gmail.com

EDUCATIONAL QUALIFICATIONS

High School Qualifications

High School Attended (Matriculated 2020) Linden High School

Highest Grade Passed

Grade 12

English

Afrikaans

Mathematics

Physical Science

Life Science

Geography

LO

Other

Online Courses –

Currently studying Online Web Development via Udemy Online Courses

PPL –

Currently busy with my Private Pilot's License via Skyhawk

Leadership Roles

Student Counsel Grade 11

Sports Team Leader

Team Leader of Stock Take Bravo team at Adendorff Machinery Mart

Sport

Cricket First Team (2017)

Hockey First Team since 2017 and current

Rugby Second team 2020

Swimming First Team (2019)

Culture

Drama (2020)

Chess (2016)

Choir (2016 – 2018, Olympic participants)

Previous work experience:

Company: Laerskool Unika (Primary School)

Title: After-school Care taker (2021)

Experience: While working at Laerskool Unika, I helped learners from Grade R – 7 with their school work and projects as well as insuring their safety while they wait for their parents to pick them up after school.

Reference: Adri – 079 880 2104

Company: Adendorff Machinery Mart

Title: Stock Administrator (2021-2023)
Promoted to Team Leader in 2023

Experience: While working as a full-time Stock administrator (controller). I was often tasked with operational management, decision making, giving training, making sales, and creating new ways to improve existing operations.
I Created and oversaw the companies' KPI (Key performance index).I was also charged with handling petty cash and making sure that our overtime claims were accurate. I was trained in customer complaints as well as team management, overseeing a team of 10-15 employees working in 30 branches over South Africa.
I was at the top of my team in terms of performance with an average KPI (Key Performance Index) of 99,5%.

Reference: Travis Authors - 064 058 7937
Jean Kritzinger - 078 414 2045

Summary: During my time at Adendorff I learned a great deal about the business world, what in holds and how to overcome the obstacles thrown my way. I discovered that I have a natural

talent for finding new ways to better processes already in place. I learned new skills fast and quickly outshined my co-workers in all aspects of my work.

Company: Autohaus Beyers

Title: Stock Controller (2023)

Experience: While working as a full-time stock controller, I was in charge of managing my floor. This included taking stock, booking cars for repairs, sales, driving and delivering luxury cars to different destinations.

Reference: Stefan van Niekerk – 068 410 4360

ACHIEVEMENTS GENERAL

Awards and Special Achievements

- First Team Cricket and Rugby in primary school
- Academic Colours in Primary School
- Best Marketer for Choir in 2016/2017
- Olympic Participants in Choir (2017/2018)
- School Representative in athletics and other sports
- School's Mascot
- Cultural achievements in primary and high school
- Colours in various sports
- Colours for choir
- Second in Mr Linden – Marketing, working with my team and showing confidence, fashion and dancing included.

COMPETENCIES AND SKILLS

Language skills

- Speak, read and write English fluently
- Speak, read and write Afrikaans

Computer skills

- Microsoft Office: Excel and Word advanced
- Internet & E-mail
- Scratch (programming basic skills)
- Kerridge 8 (K8) Sales and administration skills
- Sispro 8 Sales and administration skills

Communication and Listening

- Listening attentively and responding appropriately

Organising skills/Prioritising skills

- I like to be busy with a lot of activities at one time prioritizing what needs to be done first and keeping my hand on what is left to do.
- I am a very enthusiastic person and want to run with the objectives.

Time Management

- I am of the opinion that time is of the essence when we need to deliver and it's the best way of showing respect towards your colleagues and loyalty towards a project.

Leadership skills

- Team Leader in several projects
- Student Leader in High School – class representative
- Team Leader at Adendorff Machinery Mart

PERSONAL REFERENCES

Name

Dr Van Niekerk

Organisation

Deputy Principle Linden High School

Telephone Number

011 888 1433

Name

Ds Hendrik Van Deventer

Organisation

Reverent Linden Reformed Church

Telephone Number

082 690 2793

