



Stephany Truscott

Salary Required : R16,000.00 P/M

Notice Period : + / - 1 Month

PERSONAL DETAILS:

SURNAME	:	Truscott
FIRST NAMES	:	Stephany
CONTACT NUMBER	:	063 847 5279
EMAIL	:	st.truscott@gmail.com
ID NUMBER	:	9411140048083
RESIDENCE	:	Ramsgate
TRANSPORT	:	Own Transport

EDUCATIONAL QUALIFICATIONS:

LAST SCHOOL ATTENDED	:	Marais Viljoen High School
HIGHEST STANDARD PASSED	:	Matric
YEAR COMPLETED	:	2012

COMPUTER LITERACY:

MS Office	Pastel Payroll & Accounting
Internet	Time & Attendance
RT3, CRM, Commit	In-House Computer Programs

CURRENT EMPLOYMENT DETAILS:

EMPLOYER	:	Multi Equipment & Office Suppliers
POSITION HELD	:	Internal Sales & Procurement
DATES OF SERVICE	:	October 2018 - Current

DUTIES

- Preparing, sending and following up on quotes
- Sourcing Pricing & Creating Purchase Orders
- Processing Sales
- Answering Calls / Cold Calling
- Receipting of goods & Dispatching of orders for customers
- Managing of Driver (1)
- Sales admin
- Create job cards

- Ensure all clients are kept up to date with regards to the status of their orders
- Liaise with technical support on any client requirements
- Update client information and data base
- Create COD clients in QuickBooks
- Assist with walk in clients – process orders and receive payments via credit card payment.
- Extensive market research and feedback
- System support for sales reps and management
- Manage LTE Connections & Support
- Manage Courier Services
- Despatch Control

EMPLOYMENT HISTORY:

EMPLOYER : Enliten Electric
 POSITION HELD : Salaries Administrator / Property Manager
 DATES OF SERVICE : November 2016 – September 2018

DUTIES

- Manage all time and attendance for employees
- Complete time sheets monthly for employees
- Capture information onto payroll system to generate pay slips
- Manage all site activity
- Communication between sites and office
- Complete all UIF and Pension documents
- Manage employee leave
- Managed 3 properties
- Completed all applications, checks and due diligence
- Managed caretaker
- Handled all maintenance work needed
- Did in / out inspections

EMPLOYER : Urvon Graphics
 POSITION HELD : Internal Sales Administrator
 DATES OF SERVICE : September 2015 – October 2016

DUTIES

- Preparing, sending and following up on quotes
- Sourcing pricing & Creating Purchase Orders
- Processing Sales
- Answering Calls / Cold Calling
- Receipting of goods & Dispatching of orders for customers
- Managing of Driver (1)
- Sales admin
- Create job cards
- Ensure all clients are kept up to date with regards to the status of their orders
- Liaise with technical support on any client requirements
- Update client information and data base
- Create COD clients in QuickBooks

- Assist with walk in clients – process orders and receive payments via credit card payment.
- Extensive market research and feedback
- System support for sales reps and management

EMPLOYER : Pride Pak Packaging
 POSITION HELD : Packaging Supervisor
 DATES OF SERVICE : January 2015 – September 2015

DUTIES

- Managing the packaging department
- Responsible for 1 Subordinate
- Invoicing
- Goods returns
- Credit notes
- Prepare audit paper work
- Prepare staff for ISO inspection
- Quoting
- Processing sales
- Buying stock
- Doing monthly stock takes
- Answering Calls
- Finding new suppliers
- Cold Calling
- Receipting of goods
- Dispatching of orders for customers
- Managing of Driver (1)
- Checking order processing daily
- Doing cash sales

EMPLOYER : Pride Packaging
 POSITION HELD : Receptionist
 DATES OF SERVICE : August 2014 – January 2015

DUTIES

- Answering calls
- Taking messages
- Managing cleaning staff (1)
- Responsible for external staff working on premises
- Planning Directors (3) company trips
- Dealing with walk in customers
- Checking attendance of office staff (50)
- Managing meeting schedules for office staff