



# Ciska van der merwe

## CONTACT DETAILS



+27 81 583 6939



Ciskavdmerwe@gmail.com



63 Monument avenue,  
Lyttelton Centurion

## SKILLS



Computer Tech



Communication



Team work



Microsoft/SAGE



Ability to  
multi-task



Administration

## LANGUAGES

English - Native

Afrikaans - Receptive bilingualism\

HTML

Basic css

Basic Javascript

## WORK REFERENCES

Monica Pretorius (Postnet)

086 888 0568

Andrea Theron (Fuzed vape lounge)

067 028 9566

Herne Zeederberg (Paws Park)

071 229 0087

## ABOUT ME

I am currently busy with a Full stack web dev programming course through hyperion dev and am excited to learn about and gain experience in programming. I am adept at implementing programs and changes that enhance company position and lead to success, am accustomed to addressing the changing needs of an office, and supporting colleagues and supervisors. I bring forth high-quality organizational skills and a self-motivated drive to achieve excellence and am proficient in various software applications, filing systems, and office equipment. I am committed to safely and professionally handling confidential tasks.

## EDUCATION HISTORY

- RIETONDALE HIGHSCHOOL  
MATRIC - 2009-2013
- SAGE ONE ACCOUNTING PRACTITIONER  
COURSE SAGE UNIVERSITY - 2018
- BOOKKEEPING FUNDAMENTALS COURSE  
SAGE UNIVERSITY - 2018
- BA- INDUSTRIAL AND ORGANIZATIONAL  
PSYCHOLOGY UNISA - 2022

## EMPLOYMENT HISTORY

### POSTNET - STORE MANAGER MAR 2015-NOV 2016

- Cultivated and maintained up-to-date industry and technical knowledge of all related fields to better solve customer issues.
- Developed weekly schedules per payroll guidelines while accounting for employee and store needs.
- Brought forth excellent multitasking and prioritizing skills.
- Led and executed bi-annual inventory overhauls.

### PROPRIETOR - FUZED VAPE LOUNGE (PTY) LTD NOV 2016 - DEC 2020

- Handled the hiring and managing of staff, payroll, and all budgets.
- Recruited new clients by managing social media platforms and managed the E-commerce website.
- Decreased supply costs by properly managing inventory, obtaining quotes, and purchasing/importing appropriately priced products.
- Managed administration, bookkeeping, CIPC and HR functions.

### PARK MANAGER - PAWSPARK (PTY) LTD MAR21-NOV21

- Managed staff administrative functions including, disciplinary procedures, scheduling, staff development programs, leave, and Payroll administration.
- Maintained extremely well-organized records and handled all HR matters with confidentiality and the application of company standards.
- Managed all social media pages and designed invigorating social media content.
- Handled all office accounting responsibilities.

### PROPRIETOR - EDBL (PTY) LTD DEC 2020 - PRESENT

- Product research and development.
- Manage all administrative and bookkeeping functions.
- coordinating delivery schedules, orders, package design, etc.