

RELYN LUKE NAIDU

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Education

INTERNATIONAL BUSINESS MANAGEMENT INSTITUTE (2025)

Basics of Project Management

GOOGLE (2022)

Fundamentals of Digital Marketing

TEACHER RECORD (2022)

Distinction in Teaching English as a Foreign Language Course (TEFL)

120 hours

OVAL INTERNATIONAL (2016-2018)

Completed 2nd Year BComm Human Resource Management

UKZN - HOWARD COLLEGE (2014)

Mathematics extension program

KHARWASTAN SECONDARY (2009-2013)

English, Afrikaans, Mathematics [Pure], Life Orientation, Engineering

Graphic Design, Life Sciences, Business Studies

Experience

AIRE-ZA – OPERATIONS MANAGER (2022-2025)

- Processing of delivery notes and purchase orders
- Daily orders updates and follow ups
- Delivery schedule checks and follow ups
- Requesting quotations for HVAC tenders, daily/weekly inventory items, PPE and office lunch requirements
- Ordering material for construction sites

- HVAC prints for draughtsman and contracts director
- Inventory of stock
- Daily attendance, weekly/monthly timesheets and hourly follow ups with staff
- Reconciling invoices for approval
- Daily work schedule planning
- Vehicle inspections
- Book vehicle service and repairs
- Procure maintenance items for fleet
- Update PPE checklist
- Update staff leave planner
- Update project tasks and confirm bookings with clients as per maintenance agreements
- Compile and process job cards on completion of installation

ATLANTIC OIL – SALES REPRESENTATIVE (2021-2022)

- Petroleum industry that comprises of petrol, diesel, lubricants, gas and IP
- Acquiring leads and cold calling
- Servicing existing customer base and ensuring they are happy and queries dealt with
- New sales – bringing in new customers to fill up at the national network of service stations
- Bulk deals where customers require large amounts of fuel; mainly construction, farmers and transporters
- High target based
- Engaging with people daily and quoting on products

NEEN & NAN'S – OWNER (2020-CURRENT)

- Food catering for homes and small businesses
- English & Indian dishes
- Self run business

AZTEC FARM PRODUCE – WAREHOUSE MANAGER (2018-2020)

- Administration (invoicing, employee attendance)
- Dispatching
- Employee supervision
- Quality Control
- Stock Management (update stock reports)
- Health and Safety
- Food safety and BRC standards
- Daily Production targets

SDN DRAWING SERVICES – JUNIOR DRAUGHTSMAN (2014-2016)

- Administration (invoicing, employee files)
- Structural Steel Drawings (AUTOCAD)
- Generating relations with clients and interacting with them
- Compose emails and pre-requisites for on-site developments