

PRIVATE AND CONFIDENTIAL PROFILE

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PROFILE OF HEIN PORTER

Application for	Available Vacancies
Latest Employment	D V N Consultants
Availability/Notice Period	Immediately

Surname	Porter		
First Names	Hein		
Citizenship	South African		
Identity No	7802245029089		
UK Ni No	SE 41 49 02 C		
Gender	Male	Passport Status	Valid
Residing in	Germiston	Areas to consider	Willing to Relocate
Languages Spoken	English / Afrikaans		
Expectation	Negotiable		

ACQUIRED SKILLS / ABILITIES

- Troubleshooting / Problem-solving
- Analytic Thinking
- Quality Control
- Strategic Planning
- Report Writing
- Contract Management
- Change Management
- Performance Management
- Production Management
- Bookkeeping
- Budget Management
- Merchandising
- Cost Control
- Stock Control
- Implementation Management
- Training
- Conflict Management
- Crisis Management
- Staff Development
- Communication Skills
- Computer Literate
- Customer Service
- Staff Management
- Time Management

EDUCATION DETAILS

SECONDARY EDUCATION

Highest Grade	Technical N1	Institution	Belvedere High
Year Passed	1995		

COMPUTER LITERACY

- Ms Word
- Ms Excel
- Ms Power Point
- Internet

CAREER DETAILS

(From most recent)

Name of Employer	D V N Consultants
Designation / Title	Maintenance Manager
Period of Employment	Currently
Reason for Leaving	Full Time Position

Name of Employer	Contemporary Habitat / Technical Finishes
Designation / Title	Manager
Period of Employment	2012 - 2016
Reason for Leaving	Seeking New Challenge
<ul style="list-style-type: none"> • Administration Clerk daily shop and workshop assistance, management of staff , site organizing & planning Wages, Quotes, Invoicing • Banking ,basic book keeping OMNI Accounts, and pastel • Purchase orders collecting stock and deliver to clients • Dealing with all customers liaisons costing and buying of new products 	

Name of Employer	J & W Cassette Service
Designation / Title	Production Manager
Period of Employment	2011 - 2012
Reason for Leaving	Company Sold
<ul style="list-style-type: none"> • Machine technician and production management • Service and maintain machinery on a daily basis • New matic and 3 phase machinery screen printers, winders, duplicator drive towers • Sound computers and programming • Supervising of staff with customers and all liaising • Ensuring that all stock, cd's, cassettes and DVD's are of the right quantity and quality and ensuring deliveries are on time • Sourcing and purchasing of local and international stock • Ensuring ongoing production and everything is in good and running order 	

Name of Employer	Lifestyle Colours Central (South Africa)
Designation / Title	Customer Liaison
Period of Employment	2007 - 2011
Reason for Leaving	Company Closed
<ul style="list-style-type: none"> • Final signing off of contracts for home renovations • Quotations, invoicing, banking and wages • Basic book keeping (quick books) • Ordering, collecting and controlling of stock • Site planning and management over staff • Assisting customers on home renovations 	

Name of Employer	Recruit Retail UK
Designation / Title	Merchandiser
Period of Employment	2005 – 2007
Reason for Leaving	Work Permit Expired
<ul style="list-style-type: none"> • Working at Tesco stores country wide while under construction or renovation • Dealing with customer and staff enquiries • Merchandising of stock and store layouts • Working daily with fresh and frozen, shelf stock and bakery produce • Projects between two weeks to two months travelling throughout Scotland and England 	

Name of Employer	Dell Recruit (United Kingdom)
Designation / Title	Manager
Period of Employment	2004 – 2005
Reason for Leaving	End of Contract
<ul style="list-style-type: none"> • Supervising of staff from South Africa • Overseeing and maintaining of 10 homes (5 – 8 occupants) • Paying staff their weekly salaries • Transporting staff from county to county ensuring they get to work and back • Handling of all staff developments • Working shifts 10pm to 6am in the warehouse • Operating the forklift and loading the trucks for dispatch • Dispatching goods to Wholsley branches throughout the UK 	

Name of Employer	Right Hoffer shows (U.S.A)
Designation / Title	Ride Coordinator
Period of Employment	2003
Reason for Leaving	Career Advancement
<ul style="list-style-type: none"> • Moving of the Ferrous wheel from state to state • Erecting rides of four trailers to accommodate 100 people • Maintenance and operation of the ride • Daily check-up of the ride • Ensuring all safety points are functional, axles, carts, decks, and breaks 	

Name of Employer	Savannah Shop fitters
Designation / Title	Assistant Shop Fitter
Period of Employment	2000 - 2003
Reason for Leaving	Retrenched
<ul style="list-style-type: none"> • Ordering and purchasing of raw materials according to drawings • Make up cutting lists • Supervising and assisting staff with manufacturing • Quality control, loading, delivering and installing of B.I.C, kitchens, vanities, pubs and more 	

Name of Employer	Sweets from Heaven (East Gate)
Designation / Title	Assistant Manager
Period of Employment	1997 - 1999
Reason for Leaving	Owner Relocated
<ul style="list-style-type: none"> • Daily stock taking • Opening and closing of shop • Ordering and collection of new stock • Organization of promotions • Daily cash up and banking • Supervise over staff • Weekly salary pay-outs 	

Reference and contact details of employers

Sweets from Heaven: (South Africa) Bruce Porter 083 580 9723
Savannah Shop fitters: (South Africa) Bruce Porter 083 580 9723
bruce@savannahshopfitters.co.za

Right Hoffer Shows: (USA) Christopher O Malley 518 378 3984

Dell Recruit (United Kingdom) Simon Nash: 0044 777 9635 866 orblimited@yahoo.com

Recruit retail PLC Simon Stockport: 44 160 476 0000

Lifestyle Colours (South Africa) NA Company closed

J&W Cassette service: owner passed away company liquidated

Contemporary Habitat: (South Africa) Adrian Van Niekerk 081 436 8685
adrian.r.vanniekerk@gmail.com

DVN Consultants: (South Africa) Derik 081 475 4751 Sugarbliss@webmail.co.za