**First Name of Application CV No:** **1652328**

Whatsapp Mobile: +971504753686



**PERSONAL DETAILS**

Date of Birth: 1983/08/12

Marital status: Single

Nationality: South African

Gender: Female

Home language: English

Other languages: Afrikaans

Criminal offences: None

**EDUCATIONAL QUALIFICATIONS**

**Secondary**

Mowat Park Girls High

Grade: 12

Year of completion: 2001

**Tertiary Education**

**Damelin**

Course: Computer Fundamentals

Year of Completion: 2002

**Petrel Computer Consultants**

Course: Pastel Programs

Version 6 to Version 10.2.3

BOM Function (Bill of Materials)

Inventory functions (creating new inventory items, creating recipes)

Customer and Suppliers Function

Cash Book Function Invoicing

Bank capturing and Reconciliation function

Petty Cash Function

Year of Completion: 2003

**University of South Africa**

Course: Purchasing and Supply Management (1st Module)

Supply and Purchasing Tools (1st Module)

Year of completion: Incomplete

**WORK EXPERIENCE**

Date of Employment: August 2003 –Current

PASTA NOVA PTY LTD (FMCG)

SUPPLY CHAIN MANAGER

ADMINISTRATION FOR PROCUREMENT

* Processing of Supplier purchase orders
* Capturing of supplier invoices
* Ensuring pricing are correct
* Updating of pricing from Suppliers
* Applying for finance for within our facility for imported material orders
* Processing of OTPS
* Booking of rates
* Scheduling dispatch and arrival dates
* Ensuring all relevant documentation are submitted to clearing and forwarding agent timeously
* Maintenance and updating of Rebate register for SARS
* Supervision of SARS Inspection of import regulated articles

PROCUREMENT DUTIES

* Order planning – daily , monthly and year end
* Monthly stock take at 3rd party packers
* Order placement for all manufacturing Raw materials (Flour, diesel) and Packaging
* Bulk buying
* Requesting of imported material quotes and proforma invoices
* Purchasing of all imported materials ( ingredients and spare parts)
* Supplier liaisons – regarding price negotiations, costing and discounts
* Sourcing of new suppliers
* Managing and updating of service deliveries from each supplier

LOGISTICS CO-ORDINATING

* Planning and co-ordinating of local and provincial collections and deliveries
* Ordering and planning of export or cross boarder transport
* Route planning
* Booking and co-ordinating deliveries to Chain stores and Major DC’S (Makro SA, Unilever SA)
* Liaising with transport broker from outbound and inbound deliveries and collections
* Ensure and manage that all outsourced transport is in accordance to company standards / requirements (HACCP and most recent FSSC 22000 Standard.)
* Preparing waybills and completing all relevant documentation per load
* Purchasing and maintaining of CHEP account
* Track and trace company vehicles
* Manage maintenance /services of company vehicles regularly

KEY ACCOUNTS DUTIES /SALES

* Internal sales for all existing client base
* Sourcing of new clients
* Preparing quotations for new and existing clients
* Receipting and processing of all telephonic and electronic orders
* Managing clients monthly order, forecasts and ensuring that all deliveries date are fulfilled
* Verifying of pricing
* Preparing price increase letters
* Customer liaison
* Opening of New accounts , as well as requesting bank codes for new and updating existing client and ensuring that credit limits are maintained
* Complying weekly/ monthly sales and delivery report for major client Groups
* Managing of production plans per clients
* Administrative and general support services to clients and ensuring that a good working relationship is in place
* Preparing final documentation and couriering to all provincial clients
* All administrative duties for all accounts payable, managing that all invoices are captured for payments and assisting with queries to prevent non-payment

ADMINSITRATIVE DUTIES

* Processing of customer and supplier invoices and credit notes
* Develop and maintain filling systems
* Controlling and checking of all delivery sheets
* Accounts function, Bank recons, petty cash
* Complying of export documents(F178, SADC, Certificate of origin)
* Book and manage inspection of all export order before dispatch
* Creating new inventory items for finished products , as well as raw materials
* Maintaining of IT Services, such as Web Africa , VOX and Petrel Consultants

HUMAN RESOURCING DUTY - (August 2013)

* Managing of staff clocking times and complying of staff rotation
* Updating of staff leave
* Complying of weekly wages and advance payments
* Processing and calculating staff’s final for monthly payroll
* Ensuring staff adhere to company policies and procedures with our facility and the ISO22000 Standard
* Issuing of warning letters and scheduling of discipline hearings with the Labour broker

COMPUTER PROGRAMS

* Microsoft
* Pastel Partner
* Syspro

**CAREER OBJECTIVES**

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company. I am versatile, analytical, hard working as well as a professional in the Supply Chain industry with practical hands on approach, who always preserves to achieve the best results. Able to collect and analyse information, digest facts/figures and quickly grasp complex technical issues. Excellent problem solving skills and swiftly identifies the root of any problem and develops an effective solution. Proven ability to manage and complete projects to the highest standard, with a meticulous attention to detail and within agreed deadlines. I believe that I will be able to add value to the success of your organization.