Maryke.359146@2freemail.com

***PERSONAL DETAILS***

NAME Maryke

AGE 30 years

DATE OF BIRTH 26th June 1986

NATIONALITY South African

MARITAL STATUS Divorced

TRANSPORT Own

LANGUAGES Afrikaans, English

NOTICE PERIOD 1 month

PRESENT SALARY R15 000 basic per month

REQUIRED SALARY R20 000 basic per month

***EDUCATION***

***Matric***

***Birchleigh High School - 2004***

Subjects:

* Afrikaans
* English
* Tourism
* Computer Science and Typing
* Technical Drawing

***COURSES***

Emergency First Responder Level One Vusela In-House

PSIRA Grads E/D/C PSIRA

LexisNexis Refcheck Fingerprint Manager

Forensic Voice Stress Course. Chairing Disciplinary Hearings.

Unisa Labour Relations

***Forensic Voice Stress Analyst***

***Computer Skills***

Unitel21

VIP

Pastel Evolution

Easy Roster

Loges

C S freight

Dovetail

E Docs

Microsoft Outlook

Microsoft Word

Microsoft Excel

Microsoft Power Point

SAP

FVAS 6.1.2

***Excellent Computer skills***

EMPLOYMENT SYNOPSIS

***May 2010 – Present (Vusela Risk Services***

Logistics Manager April 2014 - Present

Logistics, Profile & IR supervisor May 2010 – April 2014

***Duties:***

* ***Logistics Manager April 2014 - Present***
* ***Logistics***
* Responsible for the management of the administrative process with regard to all assets within the company as well as the management of the administration with regard to all equipment utilised excluding technical equipment utilised for installation, services and maintenance.
* Ensure that Logistics Clerk continuously communicates with Region Manager/Area Manager/Mobile Supervisor/Team Leaders as well Financial Department
* Ensuring that the following tasks if and when required by Operations, Support and Technical or new ventures are executed according to the relevant policies and SOP and within the best practices
* ***Assets***
* Updated Assets register and Pastel
* Maintenance /Repair/Services and Replacement Plans to be implemented with user of assets as well disposal plans
* Movement of assets - Includes client or suppliers assets entrusted to Vusela
* Updating of Easy roster and Pastel
* Management of data on Pastel
* Firearm Applications
* ***Vehicles***
* Detail of vehicles including vehicles of client entrusted to Vusela.
* Services plan and record and assisting in planning for the budget for services of vehicles
* Maintenance and Repair plan and record and assisting in planning for the budget for maintenance and repair of vehicles
* Commodity Record keeping and Management of items like Fuel/Oils est. and assisting in planning for the budget for the commodities as well as providing information on fuel utilization for relevant managers and directors
* Replacement plan for Vehicles and assisting in planning for the budget for the replacement of vehicles
* Managing of Rental vehicles.
* ***Offices***
* Requirements/services/maintenance and replacement of building and equipment with regions, departments and business units
* Annual Planning by Authorities and monthly execution according plans and budget approve
* Management interventions to improve working environment
* ***Insurance***
* Updating of insurance Including Regional offices
* SOP on insurance claim procedure includes Vusela Vehicles
* ***Communication Devices***
* Ensure that the most effective, efficient and economical communication device are purchased, maintain and control to ensure effect communication within the company.
* Ensure that the cost involved in the communication devices are monitored and manage to ensure that the devices are utilized optimally. This includes recording all invoices, ensure that reports are drafted and relevant misuses are managed with deduction from the relevant users.
* Ensure that the purchased devices are record, manage and control according to the assets management policy
* ***Uniform***
* Control, planning and budgeting of uniform according the prescripts, company SOP and relevant legislation
* Do the necessary uniform and equipment planning with relevant supplier to ensure that the correct quantity of consignment stock is carried at supplier

***Vusela Risk Services Group Sister Company of Tiro Outsourcing (Contd.)***

* ***Logistics, Profile & IR supervisor (Voice stress annalist) or May 2010 – April 2014***
* ***Logistics***
* Ensure that uniform and equipment is delivered to Regions at the most economical way for Vusela
* Ensure that all storerooms including regions storerooms are neat and stocked according to the prescripts, company SOP and relevant legislation
* Ensure that all employees do receive a Vusela ID Card with all relevant information of the ID card.
* Ensure that uniform and equipment are disposed of according to the relevant prescripts, company SOP and relevant legislation and according to the equipment disposal plan.
* Ensure that there is constant research on the improvement of the current equipment and uniform utilized.
* ***Communication Devices***
* Ensure that the most effective, efficient and economical communication device are purchased, maintain and control to ensure effect communication within the company.
* Ensure that the cost involved in the communication devices are monitored and manage to ensure that the devices are utilized optimally. This includes recording all invoices, ensure that reports are drafted and relevant misuses are managed with deduction from the relevant users.
* Ensure that the purchased devices are record, manage and control according to the assets management policy
* ***General Functions***
* Ensure that all related required reports and statistics are submitted timeously according to Policies and SOP or as instructed by any of the Directors.
* Assist with the internal audit in respect of quality process within the company.
* Responsible for the line management of any personnel placed under his/her authority and also the functional management of any employee executing any of the support functions that is the responsibility of the Logistics Manager.
* Ensure that the Companies name are always uphold by all personnel within the authority of the Logistics Manager.
* Ensure continuous high level of service delivery are always maintained and improved.
* Ensure that all tasks are executed in the most effective, efficient and economical way according to the relevant company procedures and legislation or if absent by the best practice.
* Ordering uniforms and issuing of uniforms
* Capturing uniforms on Easy Roster
* Responsible for and managing when the next uniform will be issued
* Buying stationary weekly
* Capturing monthly vehicle reports on excel and the monthly expenses of the vehicle
* Creating site registers
* Creating of ID cards
* Maintaining asset lists of the company
* Ensuring that everything of high value is insured
* Handling of insurance claims
* ***Profiling Section***
* Voices Stress polygraphs on internal employees. (The company send me for the training but then decided that they are not going to continue doing it internally so I am qualified but did not do this for long I would have to go for a refresher course if this would ever be required of me again).
* Risk Profiling
* Administration on Disciplinary Hearing / Hearing Chair Person
* Disciplinary Actions Administration
* Personnel Evaluations Administration
* Responsible for ITC Checks, Criminal Checks, Polygraph Process Administration, CCMA Administration / CCMA Representative

***May 2009 – May 2010 (Tiro Outsourcing ABB)***

Receiving Clerk

***Reason for leaving:***

* Employee contract was taken over by sister company Vusela Risk Services Group

***Duties:***

* Responsible for the goods receiving vouchers of the delivery notes on SAP (GRV’S)
* Handling of queries form accounts

***May 2008 – May 2009 (Tiro Outsourcing*** ***Agrinet)***

Human Recourse Supervisor

***Reason for leaving:***

* Company moved to a different site

***Duties:***

Captured time and attendance

* Scribe at disciplinary hearing
* Capturing of all leave applications
* Filing of all HR documents
* Handling of all HR related issues form induction to termination of service
* Handling of pay queries
* Assisting site manager with disciplinary action
* Handling of injuries
* Administration of personal loans
* Execute all other tasks directed by the HR Manager

***January 2008 – May 2008 (Reliable Bolt)***

Receptionist

***Reason for leaving:***

* Received a better opportunity

***Duties:***

* Responsible for handling cash
* Responsible for invoicing
* Credit notes
* Filling and receiving of clients

***January 2007 – December 2007 (Business Express)***

MA Administrative Assistant

***Reason for leaving:***

* Received a better opportunity

***Duties:***

* Capturing of Pod’s and filing. Scanning of POD’S
* Updating spreadsheets

***August 2005 – December 2006 (DHL Logista)***

De-group Administrator

***Reason for leaving:***

* Received a better opportunity at Business Express

***Duties:***

* Releasing of de-grouping cargo
* Responsible for manifesting the cargo
* Month end invoicing
* Filing and de-group storage
* Ordering of stationery
* Capturing of POD’s and FOFD

***June 2005 (Logista for Ned bank at Skynet)***

Admin Clerk

***Reason for leaving:***

* Temporary position

***Duties:***

* Receiving and sorting of Credit Cards

***May 2005 (Logista)***

Office Assistant

***Reason for leaving:***

* Temporary position

***Duties:***

* Data capturing of employees details on computer
* Responsible for filing
* Responsible for Bargaining Council spread sheets

***April 2005 (Logista - Skynet)***

Imports Clerk

***Reason for leaving:***

* Temporary position

***Duties:***

* Receiving and checking of parcels
* Liaising with clients for collection
* Responsible for filing and data capturing

***December 2004 – February 2005 (Nestle)***

Work Station Coordinator / Process Controller

***Reason for leaving:***

* Temporary position

***Duties:***

* Receiving and checking of goods and coordinating station
* Data capturing