

**Mariette.366609@2freemail.com**

 **Mariette Estelle Williams**

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**Personal Information:**

**Full Name: Mariette**

**Nationality: South African**

**Affirmative Status: Coloured**

**Languages: Afrikaans, English**

**Notice Period: Four Weeks**

**Location: Stellenbosch, Western Cape**

**Qualifications:**

***Matric*, Forest Height High School, Eersterivier (1996)**

**Modules**

 **Subjects:**

* English (HG)
* Afrikaans (HG)
* Biology (HG)
* History (HG)
* Mathematics (SG)
* Computer Studies (SG)

**Professional Experience**

**Current Job**

**September 2016 – Present**

 **Imperial Manager Logistics**

 **Administrator**

* Main Activities:
* Types agendas for meetings
* Prepares meeting packages and distributes at least two days prior to the meeting
* Attends, records and transcribes minutes Meetings
* Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, documents, data and graphics
* Word processes all manuscripts, letters, documents and proposals
* Records, date stamps and distributes all incoming mail
* Processes outgoing mail
* Compiles and maintain an up to date telephone directory of numbers and addresses
* Files all correspondence
* Updates the bulletin board by posting and removal of outdated materials
* Ensures the Administrative Offices, Reception Area and are kept clean and organized
* Send out credit applications and standard conditions of trade, receive credit applications and prepare supporting documents for credit approval.
* Contract management -ensure that contract and agreement are fully and correctly completed, duly signed and annually updated
* Register new customers and periodically update customer detail on central database
* Preparing new subcontractor and applications with supporting documents for the subcontractor vetting and approval processes
* Requesting, capturing and regularly updating customer and subcontractor insurance requirements and maintaining policy detail on database
* Periodically request regulatory documents (BBBEE certificates, Letters of Good standing, Goods in Transit Insurance)
* Electronic and manual filling of all relevant agreements and documentation
* General administration functions in support of all departments filling and recordkeeping

**July 2013 – 2014**

 **Imperial Manage Logistics**

 **Receptionist/, Scanning Clerk**

**Responsibilities:**

* Greeting in a professional manner any visitors who come to the reception desk.
* Answering phone calls, taking messages and passing on callers to the relevant person.
* Maintaining the efficient operation of the reception switchboard.
* Arranging the office equipment in the most productive way possible.
* Providing secretarial and administration support when required.
* Carrying out all administrative tasks given by the Office Manager.
* Issuing car park passes to visitors.
* Managing the diary of the Office Manager.
* Taking part in staff meetings and actively making suggestions or comments on reception related issues.
* Typing professional business letters, emails and general correspondence.
* Screening phone calls and visitors to weed out unwanted sales calls.
* Dealing with any shortfalls in service delivery.
* Answering all calls that come through the main reception.
* Arranging for tea or refreshments to be served to visitors.
* Formally greeting Senior Managers or Company Directors when they come into work in the morning.
* Filing paperwork and administrative records in the correct place.
* Booking appointments for senior managers.
* Communicating with people via email.
* Receiving parcels and deliveries from couriers and then passing them onto the relevant person.

**September 2008 – June 2013**

 **DF Malan High School, Bellville**

 **Receptionist/Secretary**

**Responsibilities:**

Duties;

* Recordkeeping/Database Management Responsible for implementing and maintaining all office and school recordkeeping systems
* Maintains a comprehensive web-based student database; develops and tracks records and reports related to incidents, accidents
* Average daily attendance, and test scores; uses both computer and manual filing systems which allow for efficient collection
* Retention, and retrieval of information; completes forms which include purchase orders, online supply orders
* Conference/travel claims, mileage claims, timesheets, evaluation forms, enrolment cards, rosters and other related forms; creates and maintains student files
* Maintains records for teacher and school budgets, student body funds, attendance, and other related records as needed
* Document Preparation Prepares, creates, and composes letters, reports, bulletins, and other documents for the school or instructional programs
* Answers routine correspondence for the administrator; prepares documents from rough draft, notes, recordings, or oral instructions; submits print requests; prepares reports from confidential records
* Operates computer and standard office equipment; may provide technical support to staff. Communication/Customer Service Acts as liaison between the school site and the general public by researching and conveying information concerning rules
* Regulations, policies, and laws; greets and directs visitors; addresses standard inquiries by letter, phone, e-mail, fax or personal contact
* Maintains internal communication system insuring instructional, probation, and support personnel are kept informed of needed information; coordinates the transfer of information between site/program and outside agencies and districts; interacts with and assists students when necessary
* Assists students and parents/guardians by explaining and enforcing school site requirements; communicates as necessary with supervisor; maintains confidentiality of records. Receives training and administers minor first aid
* Greeting in a professional manner any visitors who come to the reception desk.
* Answering phone calls, taking messages and passing on callers to the relevant person.
* Maintaining the efficient operation of the reception switchboard.
* Arranging the office equipment in the most productive way possible.
* Providing secretarial and administration support when required.
* Carrying out all administrative tasks given by the Office Manager.
* Issuing car park passes to visitors.
* Managing the diary of the Office Manager.
* Taking part in staff meetings and actively making suggestions or comments on reception related issues.
* Typing professional business letters, emails and general correspondence.

 **June 1998 - July 2006**

 **Vodacom**

 **Receptionist**

* Welcoming on-site guests, determine nature of business, and announces guest to appropriate personnel
* Answering incoming telephone calls, determining purpose of callers, and forwarding calls to appropriate personnel or department.
* Taking and delivering messages or transferring calls to voicemail when appropriate personnel are unavailable.
* Scheduling conference rooms.
* Assist administrative assistants with clerical duties to include faxing, copying, and organizing/maintaining files.
* Coordinate with vendors and services they provide.
* Ensure main voicemail reflects office closings, special events as well as posting office closed signs.
* Answering questions about organization and provides callers with address, directions, and other information requested.
* Receiving and forwarding incoming faxes.
* Receives, sorts and distributes mail.
* Support administrative and special projects requirements, as assigned.
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