

# Avani Haridass

## Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I consider myself a honest and very hard worker who is always willing to learn and take on new challenges.

The years of my extensive experience has prepared me for any position, and I believe I could fit easily into any team. Working for an International company has given me varied skills and the ability to work with many different types of people.

I am a conscientious person who works hard and pays attention to detail. I am flexible, quick to pick up on new skills and eager to learn from others. I am able to take on the responsibility of this position immediately, and have lots of ideas, the enthusiasm and determination to ensure that I make a success of it.

Preferred occupation      Personal assistant  
Administrative jobs

## Administrators

Preferred work location      Johannesburg  
Gauteng

## **Contacts and general information about me**

Day of birth 1977-10-25 (48 years old)

**Telephone number** *Information is available only for registered users.* [Sign in](#)

**Email address** *Information is available only for registered users.* [Sign in](#)

## Work experience

Working period	<b>nuo 2020.06 iki 2020.10</b>
Company name	Bayer
You were working at:	Procurement officer
Occupation	Procurement Assistant
What you did at this job position?	<ul style="list-style-type: none"><li>• Processing Purchase Orders from Purchase Requisitions created on SAP</li><li>• Ensure that the relevant documents are attached to the Purchase Orders before processing</li><li>• Liasing with Requisitioners to resolving queries with Purchase Requisitions before processing</li><li>• Attaching relevant documents to Requisitions before processing to ensure compliance</li><li>• Changing, adding and removing information after Purchase Orders are already processed in order to proceed with accepting the correct order of goods.</li><li>• Liasing with various stakeholders within the procurement department to ensure that the correct Orders are being processed</li><li>• Attending to add lines to existing year end Purchase Orders</li><li>• Attended weekly calls within the department to provide updates and assistance on handover to process to the Shared Services Department in India</li><li>• Liasing with Shared Services Department on a daily basis to assist and check if Orders were processed correctly</li></ul>

Working period	<b>nuo 2019.09 iki 2007.10</b>
Company name	Monsanto SA (PTY)Ltd
You were working at:	Personal assistant
Occupation	Administrative Assistant/ISO Co-ordinator
What you did at this job position?	<ul style="list-style-type: none"> <li>• Administrative Assistant to The Supply Chain Lead and Executive Leadership Team</li> <li>• Arranging both National and International Travel for the team who travelled on a regular basis</li> <li>• Diary management, scheduling of both internal and external meetings</li> <li>• Travel arrangements for both internal and external meetings.</li> <li>• Booking of venues and internal boardrooms within different sites for meetings</li> <li>• Planning of events and promotions</li> <li>• Attending management meetings, departmental meetings, site meetings and taking minutes</li> <li>• Compiling the monthly report for the department</li> <li>• Arranging of conferences, flights, transportation, venue, accommodation and promotional gifts, meals for international and local employees and guests</li> <li>• Assisting with general office functions</li> <li>• Compiling documents to apply for VISA's</li> <li>• Feedback and Reporting at Meetings of general administration issues and ISO within the department</li> <li>• Managing the ISO 9001:2015 System on a in-house teamsite systems called SharePoint and GIMS</li> <li>• Conducting internal audits in South Africa and in Africa on documents and processes</li> <li>• Assisting ISO coordinators and other sites with their documents and training of persons on the ISO system, MCAS and GIMS (in house systems)</li> <li>• Travel to Africa to do Document and process Audits and provide relevant training</li> <li>• Ordering of safety and corporate clothing for the Supply Chain Department</li> <li>• Managing of general office administration duties, storerooms, post rooms and cleaning staff</li> <li>• Ensure good relationship management with all internal departments</li> <li>• Managing a budget as per cost centre allocation</li> <li>• Consolidate credit card spend for both myself and my manager and finalize on a in-house system</li> <li>• Meeting and negotiating contracts with airlines, hotels and travel agent on fares and preferred rates. Negotiate rates and discounts</li> <li>• Use the SAP system to create Requisitions, GRV and create Capital Projects</li> <li>• Source vendors for procurement</li> <li>• Involved in community projects</li> <li>• Assisting the site with safety at site level</li> </ul>

### Education

Educational period	<b>nuo 1988.01 iki 1995.12</b>
Degree	Grade 12 / Matric
Educational institution	Northbury Park Secondary School
Educational qualification	Matric

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	basic	do not know

### Computer knowledge

Excel  
SAP  
Microsoft Office  
Windows

**PowerPoint  
Conferences, seminars**

Quality Auditor for ISO 9001:2015 - 2018

**Recommendations**

Contact person	Caroline Pillay
Occupation	HR Business Partner
Company	Sengenta
Telephone number	+27 681566746
Email address	cari1@live.co.za
Contact person	Nils Koster
Occupation	Head of Customer Service EMEA Crop Science
Company	Bayer
Telephone number	+254 780811172
Email address	Nils.Koster@bayer.com

**Additional information**

Your hobbies	Gardening Watching a good movies
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1997-09-00 (28 years)
Salary you wish	33998.00 R per month
How much do you earn now	33998.00 R per month