



# 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  
Administrative jobs

Preferred work location                      Johannesburg  
   Gauteng

## Contacts and general information about me

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

Gender    Female

Residential location                              Johannesburg  
   Gauteng

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 **nuo 2019.09 iki 2007.10**

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? • Administrative Assistant to The Supply Chain Lead and Executive Leadership Team • Arranging both National and International Travel for the team who travelled on a regular basis • Diary management, scheduling of both internal and external meetings • Travel arrangements for both internal and external meetings. • Booking of venues and internal boardrooms within different sites for meetings • Planning of events and promotions • Attending management meetings, departmental meetings, site meetings and taking minutes • Compiling the monthly report for the department • Arranging of conferences, flights, transportation, venue, accommodation and promotional gifts, meals for international and local employees and guests • Assisting with general office functions • Compiling documents to apply for VISA's • Feedback and Reporting at Meetings of general administration issues and ISO within the department • Managing the ISO 9001:2015 System on a in-house teamsite systems called SharePoint and GIMS • Conducting internal audits in South Africa and in Africa on documents and processes • Assisting ISO coordinators and other sites with their documents and training of persons on the ISO system, MCAS and GIMS (in house systems) • Travel to Africa to do Document and process Audits and provide relevant training • Ordering of safety and corporate clothing for the Supply Chain Department • Managing of general office administration duties, storerooms, post rooms and cleaning staff • Ensure good relationship management with all internal departments • Managing a budget as per cost centre allocation • Consolidate credit card spend for both myself and my manager and finalize on a in-house system • Meeting and negotiating contracts with airlines, hotels and travel agent on fares and preferred rates. Negotiate rates and discounts • Use the SAP system to create Requisitions, GRV and create Capital Projects • Source vendors for procurement • Involved in community projects • Assisting the site with safety at site level

#### Education

Educational period **nuo 1988.01 iki 1995.12**

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  $\leq$  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