



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 (46 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	nuo 2020.06 iki 2020.10
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">• Processing Purchase Orders from Purchase Requisitions created on SAP• Ensure that the relevant documents are attached to the Purchase Orders before processing• Liasing with Requisitioners to resolving queries with Purchase Requisitions before processing• Attaching relevant documents to Requisitions before processing to ensure compliance• Changing, adding and removing information after Purchase Orders are already processed in order to proceed with accepting the correct order of goods.• Liasing with various stakeholders within the procurement department to ensure that the correct Orders are being processed• Attending to add lines to existing year end Purchase Orders• Attended weekly calls within the department to provide updates and assistance on handover to process to the Shared Services Department in India• Liasing with Shared Services Department on a daily basis to assist and check if Orders were processed correctly

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 (26 years)
Salary you wish	33998.00 R per month
How much do you earn now	33998.00 R per month