



Daniel Erasmus

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Self-motivated, hardworking and experienced administrative support and skilled professional with 16 years experience in the Automotive industry.

GRINDROD LOGISTICS - Operations Assistant

MOTORVIA - Senior Supervisor

VOLKSWAGEN - Product Engineering Vehicle Fault Analysis

SPOORNET - Chief Administrative Officer

Skilled at working in fast-paced environments demanding strong organizational and versatile office management skills combined with IT knowledge. Proficiency with interpersonal, leadership and people management strengths. I am committed to exceptional employer service and driven by challenges with an ability to independently plan and effectively and efficiently manage diverse functions.

I have demonstrated an ability to consistently set priorities, deliver qualitative output, solve problems, prioritize multiple tasks and meet deadlines, whilst constantly striving for excellence in all aspects of the administrative function. My work experience, tenacity, business experience and IT knowledge enable excellent outputs and innovative solutions to complex businesses processes and systems in challenging environments.

DROSTDY Park Recreational Club - Club Manager

SEWENDE LAAN Sports Bar - Manager

Honesty, loyalty and integrity are essential in business and I believe that these are very important fundamental aspects in establishing a long and mutually beneficial relationship with an employer. I am keen to work for a company with great reputation and high profile. I believe that my skills could be effectively utilized by a company in a mutually beneficial relationship.

Preferred occupation

Operations Clerk
Administrative jobs

Administrators
Administrative jobs

Preferred work location
Uitenhage
Eastern Cape

Contacts and general information about me

Gender Male

Residential location Uitenhage
Eastern Cape

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2015.03 iki 2022.01**

Company name GRINDROD Logistics (Autocarriers)

You were working at: Operations controller

Occupation Operations Assistant

What you did at this job position? Carrier operations / planning / daily reports

Working period **nuo 2006.12 iki 2015.02**

Company name MOTORVIA 1993 (Pty) Ltd

You were working at: Supervisor

Occupation Senior Supervisor

What you did at this job position? Oversaw operations for vehicle imports and exports

Working period **nuo 2004.03 iki 2006.12**

Company name DROSTDY PARK Recreational Club

You were working at: Manager

Occupation Club Manager

What you did at this job position? Managing budget / procurement / events / payroll

Working period **nuo 2002.01 iki 2004.02**

Company name VOLKSWAGEN SA - Product Engineering

You were working at: Engineers

Occupation Test Driver Class "A"

What you did at this job position? Vehicle fault Analysis

Working period	nuo 1989.02 iki 2000.06
Company name	SPOORNET a division of TRANSNET
You were working at:	Administrators
Occupation	Chief Administrative Officer
What you did at this job position?	Human Resources processes / Pay / Disciplinary procedures

Education

Educational period	nuo 2000.01 iki 2000.11
Degree	Certificate
Educational institution	Dynamic Training Solutions
Educational qualification	Microsoft Certified System Engineer
I could work	NT4 Networks / Workstation / Server / IIS / TCPIP / A+
Educational period	nuo 1995.01 iki 1995.03
Degree	Diploma
Educational institution	Essellen Park Centre of Excellence
Educational qualification	Functional Yard Planning
I could work	Predictable Service / Total Quality Management / Client Relations
Educational period	nuo 1982.02 iki 1986.12
Degree	Grade 12 / Matric
Educational institution	BRANDWAG, High School
Educational qualification	Matric Certification
I could work	Afr., Eng., Biology, Geography, Maths, Woodwork

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	very good	very good	very good

Computer knowledge

I can assemble / build computers and load OS / Firmware with software / applications.

Microsoft Certified System Engineer – NT4 Networks / Workstation / Server / IIS / TCPIP
Conferences, seminars

Microsoft Certified System Engineer – A+ - Computer Service Technician

Humewood College (Port Elizabeth) - Training for Trainees - (June 1995 - July 1995)

Park Hill College (Johannesburg) - RIT Facilitator (Regional Implementation Team) / Predictable OS: Windows / Android

Service - (May 1995 – August 1995)

Software: Microsoft Office / Adobe Photoshop / Adobe Premiere / Adobe After Effects / Corel Draw /

F.C. Sturrock Building (Port Elizabeth) - Total Quality Management (QES) - (January 1993)

Corel Video Studio / Explaindio - currently learning SEO / Google Ads

F.C. Sturrock Building (Port Elizabeth) - Client Relations - (September 1992 – October 1992)

Humewood College (Port Elizabeth) - Problem Solving - (August 1992)

Computer literacy i.r.t. office automation (hardware and software)

Recommendations

Contact person	Jonathan Nicholson
Occupation	Business Unit Manager
Company	Grindrod Logistics (Autocarriers)
Telephone number	+27836256174
Email address	Jonathan.Nicholson@autocarriers.co.za

Contact person	Brent Barnes
Occupation	Team Leader
Company	Grindrod Logistics (Autocarriers)
Telephone number	+27836390735
Email address	Brent.Barnes@autocarriers.co.za

Contact person	Sakkie De Beer
Occupation	Fleet Consultant
Company	Peter Benn Motors (Motorvia)
Telephone number	+27419924331

Additional information

Your hobbies	Computing Graphic Design Woodworking Gardening
Driver licenses	A Motorcycle > 125cc, EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1986-09-00 (37 years)
Salary you wish	15000 R per month
How much do you earn now	12905 R per month