



# Yolande Harmse

Curriculum Vitae (CV)

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

- Personnel management and services achieved according to KPI
- Achieved 95% availability of Fleet Management
- Occupational Health & Safety implemented and maintained
- Negotiated Lease Management of building and stayed on track with cost savings initiatives
- Building Maintenance KPI adhered to and achieved
- Coordinated Facility Management Budget and slashed up to 10% annually
- Successful Function Coordination for Sasol Oil
- Venue Management and maintenance thereof kept on track optimally
- Petty Cash Management successful and balanced according to FI requirements

#### SASOL GAS (PTY) LTD

Administrator Metering Satellite Operations Sasol Gas/Team Assistant/PA

- 100% accuracy achievement of gas volumes used by external customers
- 100% accuracy in Billing System supplied for invoicing.
- Successfully adhered to SLA with external customers.
- Accomplished successful results with External Auditing Companies.
- Behaviour Based Safety Committee Member.
- PA/Team Assistant to VP and Management Team

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

#### Contacts and general information about me

Day of birth	1969-12-01 (56 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

I am a hardworking, driven person with 25+ years' experience in the Corporate Industry. Integrity,

honesty and being discreet are high on my priority list and prefer an open and honest work environment.

Salary you wish 20000 R per month

Experiences can be view on my CV as per attached. In short, I have lots of experience in Admin Management, Secretarial, MS Office products, SAP R4, data integrity, facilities management etc. I will be an asset to your company and willing to learn.

#### WORK HISTORY

#### SASOL OIL (Pty) Ltd

Technical Clerk, Transport Services

- Maintenance planning of fleet adhere to by 95%
- 100% on time job completion using SAP System