



Eloise Fleischer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Administration related position, I am well- experienced in Credit Control, Debtors Control, Stock Control, Junior Management and Supervising, with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals.

I am a fast learner and ready to leverage training and experience to take on new professional challenges.

Preferred occupation

Administrators

Administrative jobs

Debtors clerk

Administrative jobs

Creditors Clerk

Administrative jobs

Branch Controller

Administrative jobs

Inventory Clerk

Administrative jobs

Regional Administrator

Administrative jobs

Preferred work location

Klerksdorp

North West

Potchefstroom

North West

Contacts and general information about me

Day of birth

1969-04-02 (56 years old)

Gender

Female

Residential location

Potchefstroom

North West

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 2001.07 iki 2008.06
Company name	Chubb Electronic Security Inland North
You were working at:	Supervisors
Occupation	Branch Controller and Regional Administrator
What you did at this job position?	<ul style="list-style-type: none"> • Oversaw all administrative and record-keeping functions in the North West Region (Mafikeng, Rustenburg and Brits). • Oversaw all Stock and Consignment stock. • Oversaw all Payroll Time-sheets and Commissions • Oversaw all Sale Representatives and Commissions • Earned top place in region due to achieving 95% on Audits. • Oversaw all Cashbooks for the Region • Oversaw all Debtors and Creditors for the Region • Oversaw all Administration for the region • Financial reports on a monthly basis • Budget Control for the Region • Inter-company Journals for the Region • Branch Visits • Branch Audits before Final External Audits • Monthly reports for Head-office for the Region

Additional information

Salary you wish	12000 R per month
How much do you earn now	4500 R per month