



Christa Els

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position. I am a friendly, approachable and an independent person who is trustworthy, honest and reliable. Quick learner and always eager to learn new things and take on a new challenge. I can work on my own as well as in a team, well presented and organized. I have good communication and people skills (both written and verbal) coupled together with extensive experience in Payroll, HR related functions, Finances and Retail. Have a broad knowledge in the FMCG industry. Familiar with areas in Point of Sale and Office software. I thank you for the opportunity in perusing my Curriculum Vitae and hope that you will find it satisfactory and me a suitable candidate.

Preferred occupation	Administrators
	Administrative jobs
	Switchboard operator
	Administrative jobs
	Filing clerk
	Administrative jobs
	Receptionist
	Administrative jobs
Preferred work location	Klerksdorp
	North West

Contacts and general information about me

Day of birth	1978-04-29 (47 years old)
Gender	Female
Residential location	Klerksdorp
	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 2020.06 iki 2023**
Company name HOME
You were working at: Housekeeper
Occupation Caregiver
What you did at this job position? Cared for my mother with Alzheimer's

Working period **nuo 2019.06 iki 2019.07**
Company name Unipos
You were working at: Switchboard operator
Occupation Switchboard Operator(Temp)
What you did at this job position? Welcome visitors. Transferring calls to relevant departments. Handling all outgoing calls of staff members. Maintains safe and clean reception area by complying with procedures rules, and regulations. Performed clerical or administrative tasks as needed.

Working period **nuo 2018.05 iki 2018.07**
Company name Unipos
You were working at: Switchboard operator
Occupation Switchboard Operator (Temp)
What you did at this job position? Welcome visitors. Transferring calls to relevant departments. Handling all outgoing calls of staff members. Maintains safe and clean reception area by complying with procedures rules, and regulations. Performed clerical or administrative tasks as needed.

Working period **nuo 2017.05 iki 2017.12**
Company name Unipos
You were working at: Filing clerk
Occupation Filing clerk
What you did at this job position? Gather daily documents to file documents in relative customer files. Creating all new customer files. Run a check system to ensure that all filing is done Find and retrieve information from files in response to requests from authorized users. Track customer files taken by to ensure that all files are returned. Update the Company database with relevant invoices & job card numbers. Assist with daily admin. Operating Switchboard when needed, handling inquiries and transfer to relevant departments.

Working period **nuo 2014.05 iki 2014.06**
Company name OK GROCER BLOEMFONTEIN
You were working at: Administrators
Occupation Admin Clerk
What you did at this job position? Good received vouchers. Credit notes. Orders

Working period **nuo 2011.10 iki 2014.04**

Company name Vrystaat Spar

You were working at: Administrators

Occupation Administrator

What you did at this job position? P.A to the General Manager assisting with daily tasks in store. Placing orders ensuring orders stay in the weekly budget. Placing weekly orders. Placing monthly Specials. Pricing of stock maintaining a certain Mark-up. Check that all stock ordered was received. Claims and Credit notes for stock shortages and expired stock. Make note of out of stock items for the next delivery. Overseeing the good received clerks work. Quotations. Day to day administrative duties and implementation of office procedures. Insure all staff abides by company policies and regulations and handling all staff issues. Writing of warnings. Handling Payroll. Making sure time sheets are correct. Keeping clock system up to date. Capturing of sick notes and annual leave on VIP Payroll. Keeping record of staff loans and monthly re-payments. Recon of payroll, forwarding all documentation to Labor company. Recon of local creditors accounts. Planning and implementing stock takes. Assisted with cash ups when needed. Training of new staff.

Working period **nuo 2011.09 iki 2014.04**

Company name Heuwelsig Spar

You were working at: Administrators

Occupation Admin

What you did at this job position? Capturing orders on Unipos. Placing orders for weekly delivery. Good received vouchers, claims and credit notes. Recon of HQ statements with invoices.

Working period **nuo 2008.01 iki 2008.12**

Company name Interface Media

You were working at: Agents

Occupation Telesales Manager

What you did at this job position? Personal assistant to branch manager. Cold calling to prospects making daily appointments for Branch manager. Telesales training, coaching, inspiring and motivating the sales team. Ensuring the telesales meets the daily call targets and monthly sales targets. Handling customer complaints and inquiries. Monitoring random calls for quality assurance. Analyzing sales data and sending weekly reports to Head office. Capturing Contracts and sending contracts with all relevant art work to head office. Responded to customer inquiries via telephone and email.

Working period	nuo 2007.01 iki 2007.12
Company name	Interface Media
You were working at:	Agents
Occupation	Telesales Agent
What you did at this job position?	Generating leads and identifying potential prospects. Make cold calls to prospects to schedule product demonstrations for Sales Representatives. Achieving monthly targets- R250 000 to R300 00.

Education

Educational period	nuo 1992.01 iki 1996.11
Degree	Grade 12 / Matric
Educational institution	High School Wolmaransstad
Educational qualification	Matric

Languages

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

Computer knowledge

Unipos
Sigma
Arch
VIP Payroll
Microsoft Office 2016
Windows 10
Internet Explorer
Microsoft Outlook 201

Recommendations

Contact person	Colette Rossouw
Occupation	Finance Manager
Company	Unipos
Telephone number	0834613560

Additional information

Your hobbies	Jewellery Design Graphic design Marketing
Driver licenses	None

Salary you wish

10000 R per month