



# Laetitia Chetty

Curriculum Vitae (CV)

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

Administrative position

Microsoft word

Excel

PowerPoint

SAP

Invoicing

Capturing

Preferred occupation

**Administrators**

Administrative jobs

**HR intern**

Management, human resources jobs

**Manufacturing jobs**

Manufacturing jobs

Preferred work location

**North Coast**

KwaZulu-Natal

**South Coast (Ugu)**

KwaZulu-Natal

## Contacts and general information about me

Day of birth

1997-01-13 (28 years old)

Gender

Female

Residential location

**North Coast**

KwaZulu-Natal

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 2021.03 iki 2023.12**

Company name Remax Marine

You were working at: Administrators

Occupation Administrator

What you did at this job position? • Answer and direct phone calls • Organize and schedule appointments • Type and distribute email, correspondence memos, letters and forms to clients. • Assist in the preparation of regularly scheduled reports • Develop and maintain a filing system • Provide general support to clients and deal with complaints. • Act as the point of contact for internal and external clients • Liaising with Chairman and Trustees/owners in the absence of the Portfolio Manager • Ensuring all information is kept up to date on inhouse system • Assisting with maintenance issues; create job cards, obtain quotes for approval. • Management of emails (continuous correspondence with clients within 24h turnaround time) • Ensuring invoices are authorized and paid timeously • Attending of Annual General Meetings, budget meetings and monthly Trustee meetings. • Assist with completing workflows after meetings. • Other administrative duties

Working period **nuo 2019.11 iki 2021.11**

Company name RDSS INDUSTRIES

You were working at: Manager

Occupation HR manager

What you did at this job position? • Management of health, safety and environmental compliance • Leading, training and developing the staff complement of 40 employees • Providing superior customer service in line with franchisor expectations • Generally ensuring compliance with franchise agreement, regulations and operating standards • Growing the business through optimization of the convenience store and acquisition of new business customers. • Manage the recruitment and selection process • Manage weekly rosters and timesheets • Support current and future business needs through the development, engagement, motivation and preservation of human capital • Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. • Nurture a positive working environment • Oversee and manage a performance appraisal system that drives high performance • Assess training needs to apply and monitor training programs • Report to management and provide decision support through HR metrics • Ensure legal compliance throughout human resource management

## Education

Educational period **nuo 2021.03 iki 2023**

Degree Certificate

Educational institution Umfolozi College

Educational qualification N2 HR management

Educational period                      **nuo 2019.03 iki 2020.10**

Degree                                      Certificate

Educational institution                  Umfolozi College

Educational qualification                N2 engineering

Educational period                      **nuo 2014.01 iki 2014.12**

Degree                                      Grade 12 / Matric

Educational institution                  Richard's bay secondary school

Educational qualification                Matric

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

MICROSOFT WORD

- MICROSOFT EXCEL
- OUTLOOK
- MICROSOFT TEAMS
- POWER POINT
- SAP RETAIL
- WECONNECTU

#### Additional information

Your hobbies                              Gyming  
Fishing

Driver licenses                            B Light Vehicle ≤ 3,500kg

Driver license from                        2015-06-00 (10 years)

Salary you wish                            R13000 R per month

How much do you earn now              R9000 R per month