



Shannon Sanders

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am responsible, resourceful, proactive and ambitious individual, known for building strong working relationships and committed to being a confident and respected member in my environment. Curious with a keen interest in learning more and growing my knowledge.

I enjoy working with people and have excellent communication skills. As a skilled administrator, I always strive to deliver more than expected.

Possessing a good work ethic with high personal values of integrity ensures my work is of a high and impeccable standard.

Preferred occupation	Personal assistant
	Administrative jobs
	Medical receptionist
	Medicine, healthcare, nursing jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1986-09-24 (39 years old)
Gender	Female
Residential location	Johannesburg
	Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2020.01 iki 2024.01**

Company name Wellness Warehouse

You were working at: Manager

Occupation Store Admin Manager

What you did at this job position? • Plan and adhere to supply budgets, to keep office stocked and stay on top of operational needs • Process purchase orders and ensure all departments are well stocked and profitable. • Daily invoice capturing / Effective planning of products. • Process and submit payroll ahead of strict deadlines. • Monthly reports on overall performance • Daily cash up • Operating the Safe • Merchandising/ The upkeep of the store's visuals and displays. • Inter branch transfers. • General Administration - Reports/ Managing an effective filing system. • Coaching, developing staff on product knowledge. • Managed petty cash, floats and expenses. • Document management with strong communication skills • Achieving sales targets for all staff and evaluating performance. • Receiving and dispatching stock • Promoted team- oriented culture with common sales, service and productivity goals. • Recruiting of staff • Integrated with customers to build rapport and offer product expertise. • Sales ambassador for a company that promoted natural and vegetarian products

Working period **nuo 2018.11 iki 2019.04**

Company name Bras n Things

You were working at: Manager

Occupation Store Manager

What you did at this job position? • Opening and closing of store • Daily Cash up/ POS skills • Merchandising • Inter branch transfers • Achieving sales targets • Stock Take • Delegate assignments to meet coverage needs and maintain store standards • Set performance expectations for employees, and implement improvement plans to reach targets • Analyze store reports to evaluate performance, increase sales and reduced controllable expenses

Working period **nuo 2017.11 iki 2018.11**

Company name Lush Fresh Handmade Cosmetics

You were working at: Manager

Occupation Store Manager

What you did at this job position? • Operate the safe • Merchandising/ The upkeep of the store's visuals and displays. • Inter branch transfers. • General Administration - Reports/ Managing an effective filing system. • Coaching, developing of staff on product knowledge. • Managed petty cash, floats and expenses. • Document management with strong communication skills • Achieving sales targets for all staff and evaluate performance. • Receiving and dispatching stock • Promoted team- oriented culture with common sales, service and productivity goals. • Recruiting of staff • Integrated with customers to build rapport and offer product expertise. • Sales ambassador for a company that promoted natural and vegetarian products

Education

Educational period	iki 2004.12
Degree	Grade 12 / Matric
Educational institution	Queensburgh Girl's High School
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

- ☐ Microsoft Office / Windows
- ☐ PowerPoint
- ☐ Excel, basic
- ☐ Inhouse systems

Conferences, seminars

- ☐ Health and Safety
- ☐ First Aid

Additional information

Your hobbies	Baking & confectionary Exercise & self-improvement Horse riding Badminton Board game enthusiast Crossword puzzles & Word Search
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-02-00 (9 years)
Salary you wish	18000 R per month
How much do you earn now	17000 R per month