



# 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 (37 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>

## 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	<b>iki 2004.12</b>
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 (8 years)
Salary you wish	18000 R per month
How much do you earn now	17000 R per month