



# Ianthea Marthinus

Curriculum Vitae (CV)

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

Any job that is available.

I have experience in dealing with customers and controlling stock, such as doing returns and doing stocktaking. Capturing of stock take reports and waste. I am a trustworthy person, someone you can rely on and a problem solver. Disciplined in what I do and I do my work in the best ability that I can.

My skills are ;Customer Service(7years), Stock Taking (7years), Receiving Clerk (4Years),Receiving Administrative(4Years), Placing Orders,Invoicing,customer orders,GRV of incoming stock, Returns and claims. I am also multi skilled by doing Inventory Manager work. I Know how to communicate with clients on a daily basis. Handle queries of HOD'S and receiving manager regarding POD's. Assisting HOD's,Store Manager,Financial and Admin Directors, Receiving if needed .Data capturing,emails,scan,filling.Fixing stocktake counts, creating stock sheets and capturing after HOD's has counted the departments. Attention to detail. Computer literacy (MS word,Excel&Outlook).

Answering incoming calls transferring calls.

Supervisor then got promoted to Administrative. In Store Promotor. I also do promotions (sales, advertising and marketing) Promoting products in store, achieving sales targets. Sales driven and negotiating space and building a professional relationship with store management. Stockholder Management (Working close with suppliers and keeping track about queries and deliveries). Knowing the whole SAP system. Budget and financial review. Cash Administration, Cash Flow, manage all interaction from the switchboard

Strength I am a diligent young woman with a strong personality that has high energy levels and ability to work in a pressurized environment

Preferred occupation

Cashiers

Retail, store jobs

Generals

General jobs

Preferred work location	Johannesburg Gauteng
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#### Contacts and general information about me

Day of birth	1994-05-15 (30 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### Additional information

Salary you wish	6000 R per month
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