



Lindsay Jillian Carlene Locky

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Administration Job. I am original from Kuruman and are working for the last 12 years for this Company. We are an Office Automation Company. I started of as a normal Invoice Clerk, but was promoted in 4 months to be a Discounting Administrator. This is working directly with Sales Mangers and they Sales Executives. I have also worked in the Warehouse in 2008 as a Customer Collections Administrator for a year, I was called back to do Discounting as all the ladies resigned. I have been in the position until last year end April 2018. I applied for the Warehouse Manger position and are as of the 01/05/2018 the Warehouse Manager for the Company. I have 6 staff members reporting to me. I do the following admin work, ordering of stock, receive goods and book on the system, part return request, transfer stock to Technician boots stock, Transfer stock from out warehouse to stock sites(Company's we create stock sites for--which keeps extra toners with them on their premises). Book vehicles in for service, repairs or any related queries to them. Dealing with courier deliveries and collections of Equipment and toners. Handling stock take on a Monthly basis that we have in the Warehouse. When I started the Company was Pansolutions Holdings, names have changed to Pansolutions Business Systems. Last year 2 of the Managers bought half of the Company and named is The Smart Idea Company

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kimberley Northern Cape

Contacts and general information about me

Day of birth	1975-02-02 (49 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	15000 R per month
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How much do you earn now

24000 R per month