



# Estelle Hattingh

Curriculum Vitae (CV)

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

- 5) Employee Training
- 6) Client Relations
- 7) Client Development
- 8) Customer Service
- 9) Team Leadership
- 10) Management

Other Skills:

- 1) Contractor Management 12. Representation at Manco
- 2) Staff Retention 13. Client Focus
- 3) Staff Evaluation 14. Client Confidentiality
- 4) General Management 15. Customer-Focused Service
- 5) Budget Forecasts 16. Customer Follow up
- 6) Business Meetings 17. Key Accounts Relationships
- 7) Client Representation
- 8) Client and Customer Relations
- 9) Risks and Audits
- 10) Contract Negotiations
- 11) Service Level Agreements (SLA)

Preferred occupation	Office manager Other jobs
	Key Accounts Manager Operations General jobs
Preferred work location	Pretoria / Tshwane Gauteng

#### Contacts and general information about me

Day of birth	1966-03-28 (59 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Summary of Skills Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address Industry Knowledge:	Information is available only for registered users. <a href="#">Sign in</a>

- 1) Sales and Marketing

#### Work experience

- 2) Portfolio Management
- 3) Account Management
- 4) Budgets
- 5) Human Resources HR)
- 6) Financial Reporting
- 7) Stock Management
- 8) Asset Management
- 9) Recruiting
- 10) Project Management
- 11) Office Administration

Working period	<b>nuo 2002.08 iki 2018.07</b>
Company name	Interpark South Africa
You were working at:	Facilities manager
Occupation	Key Accounts Manager
What you did at this job position?	Contracts Negotiations – Renewals and Annual Cost Revisions Operations Management – Site level Portfolio of 14 sites between Johannesburg, Pretoria, Midrand, Krugersdorp, Edenvale, Nelspruit and Hazyview. Property and Facilities Management Staff Management – app. 150 Including Site Managers and Supervisors Account Management - Debtor Management Forecasts, Budgets, Financial Reporting, Strategy and Planning Job coaching and Training for Staff under my immediate Portfolio HR and IR matters Business Development – Participation in Tender and RFP/RFQ Performance Management / KPI's Customer Service, Client liaison, Customer relations, Meetings Risk Assessments Audits – Site level and responses to the Audit Department for Ad-hoc conformance Audits and Mystery Guest Evaluations Wages and Payroll Checks against Shift and Roster management Tariff Proposals and Landlord Reports Month End Banking Variances, Reports and System Checks and Sign off Client listing and Ageing Checks and Sign off before Monthly Billing and Invoices Managing of Service Providers, Quotations and Orders Approvals and sign off of all related invoices to the above Revenue Schedules and Rent Letter/Invoice checks and sign off at month end. Leave and Absenteeism management with the assistance of the HR officer

#### Education

Educational period	<b>nuo 1979.01 iki 1983.12</b>
Degree	Grade 12 / Matric
Educational institution	Elsburg High School
Educational qualification	National Diploma Police Administration

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

#### Computer knowledge

Microsoft Office suite

#### Recommendations

Contact person	Mr Pieter Viljoen
Occupation	Operations Director
Company	Interpark South Africa
Telephone number	0761543878
Email address	Pieter@retailendurance.co.za

### Additional information

Your hobbies	Reading Theatre Bodytec Walking, Hiking Cooking / Baking Movies Pets Charity work Knitting / Crochet Excursions Gardening Digital Games
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1985-04-00 (40 years)
Salary you wish	30000 R per month
How much do you earn now	39000 R per month