

Professions:

Admin

Contact:

Email: tessa@cpnforensic.co.za

Experience:

Illovo Sugar Mill Pongola Jan 2002 – Dec 2003
P.A. to G.M. / Security Camera Operator

- Monitored security cameras and reported incidents promptly.
- Served as Personal Assistant to the General Manager.
- Operated the reception desk and managed the switchboard.
- Assisted with administrative tasks and maintained filing systems.
- Coordinated schedules and handled meeting preparations.

Albany Bakery - Manaba Beach Jan 2004 – Dec 2007
Receptionist / Cashier / Admin / Personal Assistant to G.M.

- Managed the front desk, including reception and switchboard operations.
- Performed stock control, including ordering and monitoring supplies.
- Handled cashier duties and performed daily cash reconciliation.
- Assisted the General Manager with administrative tasks.
- Maintained accurate filing and document management systems.
- Coordinated meetings, schedules, and internal communications.
- Ensured smooth operations across various departments.

Uniplate Group t/a Falcon Nov 2014 – Feb 2019
Cashier / Credit Controller

- Managed daily banking and cash sales for multiple branches.
- Conducted monthly and weekly age-analysis reporting to senior management.
- Reviewed and allocated payments while managing debtor accounts.
- Reconciled accounts and processed credit notes.
- Opened new accounts and reviewed credit limits via Experian.
- Released orders after verifying credit limits and age analysis.
- Addressed customer queries and maintained client relationships.

Ignite Products CC Nov 2019 – Jul 2023
Admin / Sales / Accounts / Acting Regional Branch Manager

- Managed branch operations in the absence of the manager.
- Coordinated order processing, invoicing, and cash collection.
- Oversaw stock planning, procurement, and fleet management.
- Acted as Personal Assistant to the Branch Manager.
- Handled customer queries and ensured resolution in a timely manner.
- Maintained accurate financial records and daily banking.
- Monitored staff performance and ensured adherence to health and safety standards.

Umlilo Charcoal Products CC Aug 2023 – Jan 2024
National Sales Manager

- Managed national sales operations and team performance.
- Oversaw order processing, invoicing, and sales reporting.
- Managed customer relationships and handled queries efficiently.
- Ensured timely delivery of orders by coordinating with logistics.
- Implemented sales strategies to increase product reach.
- Monitored branch stock and warehouse operations.
- Assisted with administrative tasks to ensure smooth operations.

