

Professions:

Admin

Contact:

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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
Receptionist / Cashier / Admin / Personal Assistant to G.M. Jan 2004 – Dec 2007
 - 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
Cashier / Credit Controller Nov 2014 – Feb 2019
 - 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
Admin / Sales / Accounts / Acting Regional Branch Manager Nov 2019 – Jul 2023
 - 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
National Sales Manager Aug 2023 – Jan 2024
 - 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.

