

# Simoné Bezuidenhout

## Curriculum Vitae



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## Cover Letter

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To the Interviewer,

I am a hardworking and passionate individual with a professional approach to all facets of my career. In 2016, I received my Degree in Economics and International Trade from North West University. During this time, I was introduced to the tools necessary for business management, economics, international trade, marketing management and risk management. Thereafter, I graduated with my Honours degree in Economics in 2017, during this time I was part of Sharpeville's local economic development programme alongside local professionals. This programme required me to make easily applicable recommendations to local small business owners, to in-turn produce economic development of the community. Throughout my Honours year, my leadership-, communication- and writing skills were tested as the degree required me to work with other individuals on research related projects.

In 2018, I received a full scholarship from the North-West University's Research department to enroll in the full-time Master's Degree programme and based my study on the South African social security system. During the course of my study, I not only focused on local matters, but included international economies such as the United States, Brazil and Sub-Saharan African economies in order to formulate best practice principles in this regard.

I started actively looking for an employment opportunity in 2019 and subsequently came upon the opportunity to work as a Receptionist / Administrative Assistant at a multi-national manufacturing and importing company, AR Controls (Pty) Ltd. and after 10 months I got promoted to the Logistics and Procurement Officer.

I am therefore:

- Confident in my ability to produce the necessary skills required to assist in any matters of concern;
- Goal driven and a hard-working individual who would go out of my way to ensure tasks be completed in a set timeframe;
- Someone who is committed to building and assisting others and my company;

- Someone who can work in a team (good listener, leader and negotiator) as well as individually;
- I want to work for a successful company with strong governance and vision, one that recognises and rewards performance

With Regards,

Simoné Bezuidenhout

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083 790 8644

**Simoné Bezuidenhout**

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**Last Updated:** 10 April 2021

**PERSONAL DETAILS**

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Name : Simoné

Surname : Bezuidenhout

Title : Miss

Gender : Female

Date of Birth : 29 December 1993

Identity Number : 9312290153089

Nationality : South African

Home Language : Afrikaans

Other Language : English (Speak, Read and Write)

Race : Caucasian

Home Address : 6 Barbet Street, Vereeniging

Health : Excellent

Disabilities : None

**EDUCATION**

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**Completed in 2018**

Masters in Economics : North-West University (VTC)

**Completed in 2017**

BCom Honours in Economics : North-West University (VTC)

## **Completed in 2016**

Bachelor of Commerce in Economics

and International Trade : North-West University (VTC)

## **Completed in 2012**

Matric : Impak

## **AWARDS AND ACHIEVEMENTS**

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- Received Honors Colors for Academics in 2009 and 2010 (H/S Dr Malan)
- Member of Golden Key Honors Society for Outstanding Academic Achievement
- Graduated BCom Honours Cum Laude
- Graduated BCom Masters Cum Laude

## **WORKING HISTORY**

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### **AR Controls (Pty) Ltd.**

**November 2020 – Current**

#### ***Logistics & Procurement***

##### **Responsibilities:**

- Working hand in hand with existing and new suppliers to make sure goods can be delivered timeously. Therefore involving communicating and negotiating with suppliers;
- Overseeing and updating supplier questionnaires for both existing and potential suppliers;
- Analysing and optimising logistical procedures;
- Monitor and track shipments, costs, timelines and productivity;
- Ensure the collection and delivery of shipments;
- Addressing and resolving shipment and inventory issues;
- Review freight rates and other transport costs.

**November 2019 – October 2020**

***Administrator and Receptionist***

Responsibilities:

- Acting as a first point of contact – dealing with correspondence (email) and phone calls with clients and suppliers
- Typing, Compiling and Providing Quotes to prospective clients
- Responsible for Monthly Stock orders (Admin and Warehouse)
- Organizing meetings and bookings; - events
- Liaise with staff, suppliers and clients to handle requests and queries from directors
- Managing databases and filing systems
- Assisting with miscellaneous tasks to support the staff, managers and directors
- Various other administrative tasks

**February 2017 – 2018**

***Lecturer Assistant***

Responsibilities:

- Grading
- Data capturing
- Assisting in class presentations/lectures

**Shelf-Line 120 (Pty) Ltd.**

**January 2011 – December 2013**

***Farm Manager***

Responsibilities:

- Planning and Finance
- Purchasing of farm supplies and maintenance
- Monitor animal health and welfare, including liaising with vets

- Maintain and monitor the quality of yield
- Sales
- Staff management

### **CAREER GOALS AND PERSONAL ATTRIBUTES**

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I graduated with strong skills and knowledge essential for a broad variety of challenges that a professional environment could pose. I strive to achieve the highest standards in everything I undertake and pose the ability to work well under pressure and meet strict deadlines. I am a friendly, yet professional individual with a proven leadership approach towards objectives and tasks.

I aspire to apply these attributes to the benefit of the company and contribute as much as possible towards the company. In the long run I would like to obtain a management position in which I can project a strong work ethic and lead by example.

### **COMPUTER SKILLS**

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Proficient at SAP Business Software

Proficient at MS Office i.e. Word, Excel and Powerpoint

Econometric Software: Eviews and SPSS

### **REFERENCES**

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1. Ms. Christine kruger

Order Administrator at AR Controls (Pty) Ltd. - 066 201 3975

2. **Prof. Daniel Meyer**

Chair of Economics at NWU VTC - 082 850 5656

3. **Dr. Jabulile Makhlima**

Senior Lecturer in International Trade – 016 910 3392

4. **Ms. Suné Ferreira**

Senior Lecturer in International Trade and Risk Management - 082 263 3048

**5. Ms. Precious Mncayi**

Lecturer in Economics – 079 060 3692

**6. Mnr. Tinus Bezuidenhout**

Director of METEC SA – 082 311 7713

**PLEASE NOTE THAT ALL SUPPORTING DOCUMENTS ARE  
AVAILABLE ON REQUEST**