

Curriculum Vitae of Adele Botes

Personal details

Name : Adele Botes
Email : adelebotes@yahoo.co.za
Address : 2 B, Hermanus St, Wierdapark, Centurion, 0157
Location : Pretoria, Gauteng, South Africa
Contact number : +27 81 847 9310
Age : 39
Gender : Female
Identification number : 8004260029081
Drivers license : Yes
Own transport : Yes

Job preference

Position : Key Account Management, Administration, Sales, Logistics Controller
Type : Permanent
Industry : Any
Availability : Immediate
Area : Gauteng, Pretoria, Johannesburg

Qualification

Customs and Excise Requirements

Year completed : 2006
Education level : Certificate
Institution : Mag Customs Coaching & Consulting

Full Range Client Care Programme

Year completed : 2006
Education level : Certificate
Institution : Network Dynamics

Incoterms 2000 Course

Year completed : 2006
Education level : Certificate
Institution : DSD Freight Management

Work history

General Admin, Sales & Lead Generation - Rupix

Period : From Jun 2018 to Current
Type of employment : Permanent
Location : Centurion, South Africa
Reason for leaving : Business Startup Opportunity

Duties responsibilities:

Assisting with general admin work including, keeping a record of customer details, quoting, invoicing, checking and receiving payments. Furthermore generating new business by sourcing leads, introducing the business and services offered. Scheduling and attending meetings, taking minutes and following up on discussions and tasks. Registering new website domains, email addresses and prepare platforms for data population. Keeping customers updated with progress reports & assisting with general enquiries.

Sales Assistant, VapeOwave

Period : From Aug 2016 to Jun 2018
Type of employment : Permanent
Location : Centurion, South Africa
Reason for leaving : Pursuing Career Opportunities

Duties responsibilities:

Deliver timely, accurate and professional customer service to all customers, telephonically included. Supporting management in reaching sales and profit targets. Monitoring, managing and analysing operational standards with regards to stock replenishment and levels. Ensuring safe working practices and compliance with health and safety standards. Cash handling and administration. Monitoring store budgets. General knowledge of E-cigarettes, coils and liquids.

Office Manager, Montana Laundry (Mediclinic Heart Hospital)

Period : From Jul 2014 to Jul 2016
Type of employment : Permanent
Location : Arcadia Pretoria, South Africa
Reason for leaving : Pursuing Career Opportunities

Duties responsibilities:

Administration of annual leave, sick leave, special leave & attendance register. New staff interviews. Keep track of staff records and relief off-duty staff. Tracking, filing and management of laundry items. Budget and stock tracking. Responsible of implementing the hospital policies, procedures and approving work orders. Maintaining hygiene and keeping staff up to date with infection control, safety, disaster and policy meetings . Monthly, incident, Stock and general reporting.

Administrator, Prebo Logistics

Period : From Jan 2008 to Mar 2014
Type of employment : Permanent
Location : Benoni, South Africa
Reason for leaving : Company Closed

Duties responsibilities:

General office duties and administration, including filing, quoting and client liaison (Mcell, Mozambique). Transport coordination for local and cross border deliveries. Border assistance for trucks crossing.

Imports Controller IBM / Lenovo BU, SAFCOR Panalpina

Period : From Mar 2008 to Dec 2010
Type of employment : Permanent
Location : Kempton, South Africa
Reason for leaving : Pursuing Career Opportunities

Duties responsibilities:

Manage imports and shipments to delivery. Client Liaison & Updating the IBM IDDE Logistics System. Acting on Pre-Alerts and distributing to clients. Shipment registration. Document sorting and filing. General cargo management. Delivery notes. Telephonic queries and advising. Hand-overs of shipments to forwarding companies.

Imports Controller General BU, SAFCOR Panalpina

Period : From Dec 2005 to Mar 2008
Type of employment : Permanent
Location : Kempton, South Africa
Reason for leaving : Pursuing Career Opportunities

Duties responsibilities:

Manage imports and shipments to delivery. Client Liaison (Clover SA, McCain, IBM, Lenovo, Landis & Gyr Atomech). Acting on Pre-Alerts and distributing to clients. Shipment registration. Document sorting and filing. General cargo management. Delivery notes. Telephonic queries and advising. Hand-overs of shipments to forwarding companies.

Imports Agent, FEDEX

Period : From Feb 2004 to Nov 2005
Type of employment : Permanent
Location : Kempton, South Africa
Reason for leaving : Pursuing Career Opportunities

Duties responsibilities:

Manage import shipments and General Cargo delivery. Shipment registration and monitoring. Customer shipment confirmations and follow up.

Personal Assistant, Discovery Health

Period : From Oct 2003 to Dec 2004
Type of employment : Contract
Location : Alberton, South Africa
Reason for leaving : Contact Ended

Duties responsibilities:

Presentation assistance, diary management, scheduling and planning. Bookings for meetings, taking minutes and reporting to relevant parties involved.

Claims Administrator, Pieters, Du Toit & Associates

Period : From Jul 2001 to Aug 2003
Type of employment : Permanent
Location : Alberton, South Africa
Reason for leaving : Company Closed

Duties responsibilities:

Data Capturing and Administrative office duties.

Sales Assistant, American Swiss

Period : From Sep 2000 to June 2001
Type of employment : Contractual
Location : Alberton, South Africa
Reason for leaving : Pursuing permanent position

Duties responsibilities:

Over the counter sales and customer assistance.

Skill set

Skill	Year last used	Competency	Experience
ERP	Current	Solid	10 Years
MS Office	Current	Solid	10+ Years

Career highlights

Imports controller with over 5 years on site experience from start to finish of the import process, servicing clients without failure at a corporate level. Recognized by clients for my excellent service and earning multiple awards.

Interest/Hobbies

Cycling, Yoga and Moto GP.

Objective

I am always looking to expand my skills and experience, Always learning and improving ways to reach my goals.

Honors/Awards

2007 - Recognition of assisting the client with excellent service
2008 - Dedication shown and sacrifices made during the Christmas period to ensure that IBM's requirements are met during a very critical time for the client by working on the 26th of December.
2008 -The efficient and professional way you have been handling the client shipment - Letter of Thanks (IBM, Lenovo)
2008 - Responsive and special attention given to IBM shipments over the quarter end period - Letter of thanks (IBM, Lenovo)
2008 - Support given to IBM quarter end activities - Letter of thanks (IBM)
2008 - Recognition of excellent and friendly service - (Clover SA)
2008 - Recognition of Service - (JT International)
2008 - Recognition of work done on same day clearance (Lufthansa, JT International)
2009 - Extra effort ensuring IBM shipments during financial year end
2009 - Extra effort and personal time sacrifice

References

Thys Strympher

Company : Safcor Panalpina
Contact number : +27 83 442 0605

Reference type : Work

Johan Thiart

Company : VapOwave/HD Cabling
Contact number : +27 82 301 1531
Reference type : Work