

Curriculum vitae

Name

Keelyn Margaret Groves

Current Address

20 Cambridge Road, Lombardy West, 2090

Nationality

South African

Date of Birth

24th May 1985

Contact Details

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Character Profile

I thrive when Dealing with others. Communication, discussions, and a little action are my life's blood. I am articulate and love variety both on a personal and on a professional level. New tasks, new projects, new people, fascinate me because I am always interested to increase my wealth of experience. My enthusiasm carries others along and enables me to create positive impulses especially if working in a team. Mountains of paperwork, endless e-mail correspondences, and solitary work tire me quickly, and bore and frustrate me. The appreciation of my work by others is very important to me. I measure my own professional value by the admiring glances of my colleagues and superiors.

Work Experience

MCS Pipeline Services/ Pipeline Erectors

Office Administrator/Book keeping Assistant

27th July 2009 – current

Modderfontein, Johannesburg

Achievements

I have gained valuable experience while assisting the General Book keeper. I learnt how to pay wages using VIP Payroll. I taught myself Microsoft Project, and learnt much about Debtors/ Creditors. My most profound achievement however, was my ability to use my own initiative when I had to, and overcome problems and make decisions without the assistance of other work colleagues.

Responsibilities

General Office Administrative, P.A and Reception duties. Ensuring all office related queries are dealt with. Handling of the petty cash, and making sure that all office-related assets and equipment are functioning properly. Solving of any office Administrative problem or issue.

Generating quotes and Pricing for the Director, and any other Administrative duty such as booking of flights, accommodation and car hire for both the Director and other work Colleagues.

Sydmore Engineering (part of Symo Corporation)

Sales Representative

12th January – 20th May 2009

Elandsfontein, Johannesburg

Achievements

Without any previous experience in Sales, I was target to achieve monthly Sales of R400, 000 selling Steel products i.e. Wall Braces, Brackets and Hinges etc. I gained knowledge in Sales, and acquired experience in Pastel. I achieved sales while I was there and landed 2 new accounts in that time.

Responsibilities

I generated Sales in Johannesburg, Limpopo, Kwazulu-Natal, Orange Free State and North West Provinces, servicing approximately 150 clients in South Africa. Maintaining Professional Customer Relations, negotiating discount structures and various payment options. Visiting clients daily, assisting them in any Outstanding back orders, problems or queries. I ensured clients received all orders on time. Orders were loaded and processed, maintaining prompt delivery and ensuring my buyers were satisfied with the delivery of our product & services.

Clients included:

- GS Vickers (OFS)
- Composite 2000 (JHB)
- Stanlic International (JHB)
- Transtool (JHB)
- Mega Mica Fourways (JHB)

Cura Software Solutions (Risk Management)

Office Administrator/P.A

July 2007 – November 2008

Houghton, Johannesburg

Achievements

I acquired my first formal introduction working in an office environment here. I was first hired as a Receptionist on a temporary basis, but after teaching myself some elements of the company business software, I was asked to stay. I later received my Basic and Advanced Certificates in Cura Software.

Responsibilities

Booking of flights, cars, accommodation for the Vice President and Sales Team. Assisted in all aspects of Marketing, Events and Sales. Ordering of all office supplies. I Supported the Trainer with editing and taking screen shots of manuals and voice recordings for power point presentations. I performed general Reception duties and Diary Management for the VP and VP of Sales.

Design of Beauty

Personal Assistant and Receptionist

January– May 2007

Bryanston

Achievements

I gained proficient knowledge of @Brim Software. This allowed me to accurately record all Client details and link it to upcoming weekly/monthly bookings. Stock would also be taken into account, recording any products that were purchased from the Clients themselves. I received specialist training assisting the Image Consultant in Colour and Body shape Analysis as well as Enhancing and Modifying the Image.

Responsibilities

I assisted the Manageress taking over the Reception and ensuring the Beauticians were running on time. I assisted the Manageress with further Administrative duties such as ordering of new stock, including compiling stock reports and monitoring stock levels. I also handled all client bookings.

Skills and Achievements

Business Skills

- MS Office (word, excel, Project, power point)
- Microsoft CRM and Outlook
- Mozilla Firefox, Thunderbird
- Pastel (limited)
- @Brim Software
- Ability to define a role in an unknown Office Environment with Limited Skills.
- Good Ability to negotiate and solve problems
- Delegation of tasks on hand
- Honesty, responsibility and reliability
- Enthusiastic and highly approachable.

Education

Tertiary

University of the Witwatersrand

2004 – 2006

Braamfontein

Bachelor of Arts (humanities)

Anthropology, Linguistics, Archaeology, Psychology and Media Studies

Secondary

Parktown High School for Girls

1999 - 2003

Parkhurst

Matriculation Certificate

Training

Certificate in Basic and Advanced Training in Cura Software

Interests

Playing Hockey, writing and Reading.

References

Available on request.

