

LEILA AMEGASSE

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Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Personal Details

Date of Birth : 23/03/1989
Nationality : South African
Visa Status : Resident visa

Experience

- **Rosmead super Spar (2005-2007)**
 - ✓ Cashier Worked the grocery tills and Lottery till
- **Rosmead Super Spar (2008-2013)**
 - ✓ Data Capturer (GRV Clerk) Capture the data from the grv (goods receiving voucher) into the computer system using a program called SIGMA
 - ✓ Answer the telephone and forward calls to respective departments using the switchboard. Which includes making P.As If needed.
 - ✓ Cabinet filling of the captured invoices Invoice preparation for statements as needed by the credit and debit departments
 - ✓ Making purchase orders for sale representatives on the SIGMA system
 - ✓ Updating the weekly promotional prices of items in the store
 - ✓ Adding new items to the SIGMA system as the product range increases
 - ✓ Printing price labels for the items on the shelf.
- **The Pasta Factory (Pty) Ltd (2014-2015)**

Accounts Administrator:

 - ✓ Daily customer invoicing and relevant customer credit notes
 - ✓ Monitor customer accounts and keep systems up to date
 - ✓ Send out monthly statements and track payments
 - ✓ Coordinate couriers and other logistics
 - ✓ Produce and send out various weekly, monthly and annual sales and financial reports as required

- ✓ Enter daily supplier invoices and prepare supplier payments
 - ✓ Maintain the food and safety system and quality controls
 - ✓ Assist management with any general admin requirements such as research, email correspondence, filing, appointments & bookings, etc
 - ✓ Manage company records and assist with coordinating IT, security, contractors and other services
 - ✓ Enable and ensure clear relevant communication with customers, suppliers and all relevant parties
 - ✓ Keeping the company's social media sites updated and current
- **Berkeley Consultancy DMCC (trading as Resolute Research, 2020-2021 Jan)**
 - ✓ Research Associate conducting surveys over the telephone with potential clients

Skills

- ✓ Communication (fluent in English: Speaking and written)(Speak and Understand: Afrikaans, Luganda & Isixhosa)
- ✓ Problem solving
- ✓ Decision making
- ✓ Computer literate
- ✓ Switchboard literate(managing high volume of inbound and outbound calls)
- ✓ Team building (people's person)
- ✓ Independent (can work alone)
- ✓ Driving (U.A.E & R.S.A License)

Education

- Immaculata Girls Secondary school 2003-2007:
 - ✓ Completed Senior Certification
- Seesa Skills Training 2014:
 - ✓ Customer service Completed Certificate
 - ✓ Personal Assistant Completed Certificate
 - ✓ Junior Management & Supervisor Development Completed Certificate

Reference

- Washeegah Daniels - "Rosmead Super Spar " Administrative Manager
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- Katharina Thieme - "The Pasta Factory (Pty) Ltd" Managing Director
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