



Tanya Koorts

Senior Administrator and Personal Assistant

Personal

Full Names: Tanya Koorts
ID: 820828 0169 08 8
Date of Birth: 28 August 1982
Cell: +995 557 369 660
E-mail: tanyakoorts18@gmail.com
Residential town: Tbilisi

Citizenship: South African
Languages: Afrikaans / English (fluent)
Driver's License: Code B Learners
Marital Status: Married
Dependents: 3

Availability: Immediately

Objective

Seeking a permanent position, offering a market related salary, where I can use my skills and invaluable knowledge and experience acquired to make a positive contribution, lead a team confidently and develop my full potential and grow on a professional level.

Profile Statement

Loyal, reliable and honest individual that can perform well under pressure. I am a strong negotiator and communicator with excellent interpersonal skills. I am highly motivated and will go the extra mile to achieve all my goals in life.

Career History

Packaging Administrator and Personal Assistant

2008 – December 2018

SABMiller

Chamdor I Krugersdorp I Keegan Pather (Packaging Manger) +27 82 924 2069

Reason for leaving: Immigrating

Key Responsibilities Personal Assistant:

- Personal Assistance to Packaging Manager, Unit Managers, Team Leaders, Financial Manager and Human Resource department
- Provide production figures and commentary on a daily basis for all managers
- Assisting with time and daily management
- Organizing diaries and making appointments
- Follow up on scheduled meetings and send out reminders
- Typing of voice recorded minutes
- Taking of minutes in meetings.
- Minutes are presented in an agreed format, style and length according to standard.

Education

Grade 12

Jan Viljoen High School
2000

Subjects:

- Afrikaans
- English
- Accounting
- Biology
- Mercantile Law
- Typing

Courses Completed

Business Management and Computing skills

- Computer skills:

Advanced Excel

Word

PowerPoint

Outlook

- Bookkeeping
- Marketing
- Pastel Accounting
- Business Management
- Human Resources Basic

Passed with 6 distinctions

Damelin College

2002

Certificate

Core Qualifications

- Invaluable experience in Business Administration and management.
- Ability to work well in high pressure situations.
- Ability to solve problems to the best of my ability using a calm and professional approach.
- Coordinating activities in all departments
- Strong financial skills with a clear understanding of figures, graphs and the compiling thereof.

Technical Skills

- Computer Proficient
- Pastel Proficient
- SAP
- EQMS
- Business End User Training
- Excel Advanced
- Microsoft Office

Professional Skills

- Presentable
- Communication
- Interpersonal
- Organizational
- Administration
- Business Management
- Staff Management
- Leadership
- Team Player
- Working under pressure
- Adaptable to change
- Customer Service
- Supplier liaison

- Minutes are received by agreed individuals within the agreed timescale.
- Confidentiality is maintained regarding all documents and meetings contents
- Making travel arrangement
- Prepare documents en presentation before meetings
- Maintain a n accurate and secure filing system for all departments
- Ordering of office supplies, taking stock
- Answering phone calls, take messages and give call backs
- Sending and receiving email correspondence
- Change communication and Important notices send to agreed individuals.
- General office assistance to all managers
- Assist Human Resource department with scheduling interviews, sending out reminders regarding interviews
- Prepare all documentations for interviews
- Set up room with all necessary documents for interviews (documentations, pens, interview guides and water)
- Typing of regret letters and getting it signed by Human Resource Manager
- Assist Human Resource department with monthly one on one bookings with employees
- Assisting the financial manager with financial reporting and analyses as requested
- Assisting with temp timesheets and managing of budgets

Key Responsibilities Admin Assistant:

- Ensure that both customer and company complies with the procurement and financial policy
- Sending request to customers and receiving quotes on behalf of the Unit Managers and Team Leaders
- Ensure that the quotes are within the budget
- Create purchase orders as per companies procurement policy
- Resolve queries on invoices and customer payment.
- Give customers weekly feedback regarding payments
- Assist shop floor colleagues with claim forms and processes
- Assist shop floor colleagues with copies, typing, meeting scheduling with managers, medical aid queries etc.
- Ensure documents are prepared and dispatched to participants in good time or provided at the event as requested.
- Arrange workshops for site employees and trainees
- Ordering and monitoring office supplies and refreshments for all shop floor teams

Other Responsibilities

Procurement

- Purchase orders raised on SRM and SAP within policy.
- Invoices received and GRN within agreed timescale.
- Resolving of invoice and payment queries.
- Assisting with service entry sheets reversal.

K Log (PRP Solutions)

- Assisting temps with payment queries.
- Assisting site to create requisitions, manual time entries, resolving of time errors, approvals and authorizations.

Assisting site Service Manager with decanting area.

- Implemented a system to keep track of all the beer that needs to be decanted
- Walkabout every morning monitoring progress on decanting
- Give daily feedback to managers regarding decanting progress

Reception duties

- Answering of phone calls in a professional manner
- Made sure correct calls where transferred to correct employees
- Receiving of visitors and ensure correct safety procedures where followed
- Receiving of deliveries and distribute deliveries to site in correct and professional manner

Typist

February 2007 – October 2008

Constantia Sectional Title Management

Constantia Drive | Sanet Swart (Manager) 011 858 2800

Reason for leaving: *Better career prospects*

Key Responsibilities: Data capture, Typing of transfer letters, Open new accounts, liaising with attorneys, handled queries regarding transfers, Accounts and Filing.

Teacher

March 2005 – January 2007

Little Valley Nursery School

Strubens Valley | Ricka Schoeman (Principal) 011 679 2223

Reason for leaving: *Better career prospects*

Key Responsibilities: working with toddlers, responsible to manage my class and for the well-being of toddlers in my care, development through playing and learning.

Shop Assistant

April 2004 – February 2005

Gospel Direct

Clearwater Mall | Willie Coetzee 011 475 1121

Reason for leaving: *Better career prospects*

Key Responsibilities: Ordering stock, High level of customer service, Make sure targets were met, stock taking and sales.

