

CURRICULUM VITAE

LU-ANITA MARAIS

CONTACT

PHONE:
+27 84 718 9841

EMAIL:
luanitam@gmail.com

ADDRESS:
99 Union Street, Strand

DEPENDENTS:
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MARITAL STATUS:
SINGLE

EDUCATION

Kriel High School

1990 - 1994
Grade 12
Afrikaans, English, Typing, Geography, Mathematics, Biology

Witbank Technical College

June 1995 – December 1995
National Certificate: Management Assistant (N4)
Office Practice, Computer Practice, Communication, Typing
Distinction Computer Practice, part time tutor to fellow students Computer Practice

Evander Technical College

January 1996 – December 1996
National Diploma: Management Assistant (N5 & N6)
Office Practice, Computer Practice, Communication, Typing

WORK EXPERIENCE

National Department of Agriculture [Acting Secretary to Chief Director: Economics / Typist / Relief Secretary to Assistant Director-General]
May 1997 – February 2000 (Relocated to Cape Town)

Teresa Dean Personnel [Secretary]

March 2000 – 2006 (Better opportunity)

Colibri Towelling [Various positions, last position Supervisor]

2006 – 2011 (Retrenchment)

- ✓ Arranging month end stock take for cutting, confection and embroidery departments
- ✓ Supervision of 5 admin clerks
- ✓ Setting up procedures for smooth administration
- ✓ Approving purchases of thread, & accessories required for orders
- ✓ Limited IT administration – setting up emails, fixing printer problems)
- ✓ Daily download of sales of factory shops (Syspro)
- ✓ Bill of materials for factory shop stock using Macro
- ✓ Running and writing of various reports on stock using Macro
- ✓ Pivot table reports on stock

Misting Solutions SA [Office Manager]

October 2011 – 31 October 2019

- ✓ Answering of all emails to both customers and suppliers
- ✓ Handling of 4 email accounts
- ✓ Procurement of stock and negotiating discount
- ✓ Ordering of all stock
- ✓ In charge of all courier arrangements
- ✓ Typing of various documents (reports, tenders)
- ✓ In charge of all payments
- ✓ Weekly wages and payment thereof
- ✓ Tending to all sales enquiries
- ✓ Sales of misting systems
- ✓ Document creation: job cards, packing lists, templates
- ✓ Office administration: filing
- ✓ Stock takes
- ✓ Handling all personal administration for owners