

Erna O Beyers

21 Gladiolus Crescent, Gordons Bay, 7130

+27 76 463 6015

Ernab1@live.co.za

Skills

<ul style="list-style-type: none">• Critical & Creative thinking• Great at multitasking• Highly Customer Focused/Service orientated• Analytical & Logical thinker• Independent & Self-motivated• Honest, Reliable & Trustworthy• Internet research savvy• Research background• Accurate• Efficient in working Remotely	<ul style="list-style-type: none">• Excellent People/Communication skills• Fantastic Problem Handling/Solving• Organized & able to handle pressure• Sharp Initiative• Time & Priority Management• Fully bilingual in English and Afrikaans• Very good telephone skills• Corporate Company Executive experience• Excellent Computer Skills – Hardware & Software
---	---

EQUIPMENT/SOFTWARE AVAILABLE

Laptop, desktop, Android V9 phone, MS Teams; Office 365, 100Mbps LTE-A Internet connection plus 80Gb WiFi data in case of load shedding/power outages

Experience

22 oct 2020 – 01 JUN 2021 (contract)

Administration / Hamleys-Toy Kingdom Cape Town - Contract/Remote From Home

Human Resources: Interviews/Payroll

Screening and Conducting telephonic interviews of potential Hamleys store staff in all major provinces. Creating and Updating of staff excel database spreadsheet. Preparing and submitting appointment letters; collecting and verifying all relevant payroll information. Upload employee information onto payroll system templates. SARS UIF employee information online data capturing

Apr 2019 – to date (contracting)

Co-ordinator / Converstation, Somerset West - Contract/Remote From Home

Office Management & Administration: Procurement; Quotations – Quickbooks/Wave; Invoicing; Supplier Product & Pricing Liaison/Negotiating; Client Liaison; Client queries & complaints; VAT submission preparation; Excel spreadsheet statistics input;

Liaise with clients regarding their procurement requirements; research/source procurement elements and negotiate pricing with Suppliers; arrange branding of procured elements; invoicing and quotations on Quickbooks; VAT submission spreadsheets preparation for accountant; general admin; Excel spreadsheet statistics input - all work done remotely

August 2018 – 30 november 2018 (4 MONTH CONTRACT)_

Website Co-ordinator / Tagmeal.com, John Munroe, Somerset West – Contract/Remote From Home

Publishing content to website

Research, source and add content to website

July 2015 – 30 March 2020

Virtual Office administrator / EAR Engineering, Somerset West – Half Day Remote From Home

Office Management & Administration

Quotations; Invoicing – Xero; Client & Supplier Product & Pricing Liaison; Client Liaison; Client queries & complaints; Online Marketing; Design – Marketing Material; Filing; Telephonist; general office duties

Transferred manual Excel invoicing system over to Xero Online Accounting System

June 2014 – November 2014 (5 month contract)

Administration & Marketing / False Bay High School, Strand

Marketing

Supervised test periods ; Supervised Matric Mock exams ; Events Manager; Promote school on Facebook/Newspapers/radio stations/other schools ; Distribute marketing materials ; Promote school events ; Raising online awareness (marketing) ; Affiliate/Rebate programs online awareness ; Cold Call Marketing ; Create event/marketing art material; create newspaper advertisements to market school ; general admin

January 2013 – February 2014 Half Day

Personal Assistant / Tile & Décor Renovations, Strand

Office Administration

Stock taking/Ordering; Excel Spreadsheets; Submitting statistics to Head Office; Handling of Sales Queries; Quotations; Invoicing; General office work

DECEMBER 2010 – TO DATE

Doing Freelance Office Administration and translation/localization work

June 2001 – November 2009

Self-Employed / Upstairs Bar & Pool Club, Bellville

Stock Taking; Administration; Salaries; Company Books; Bar duties

May 1986 – March 2001

IT Department / Sanlam, Bellville

1997 - 2001

Manage Consultations/Quotations Team / Sanlam BF: Consultations Department

Manage Consultations/Quotations Team

Establishing of Consultations Team and managing thereof

1996 - 1997

Manage Specialist Support Team / Sanlam BF : Research Department

Managing Specialist Support team; Managing Consultations/Quotations team; Managing Research Test Laboratory

Establishing of Research Test Laboratory and managing thereof

1994 - 1995

Manage Specialist Support & Research Team / Sanlam IT:Research Dept

Managing Specialist Support- and Research team

Establishing of Specialist Support and Research Team

1990 - 1994

Computer Training & Support / Sanlam Phototypesetting Research & Development Department

Computer training: Desktop publishing applications; Technical support on Desktop Computers (IBM & Apple Macintosh); Research on PC & Apple Products; Writing/compiling research reports thereof

Installed Novell Netware server on a combined ethernet/tokenring topology on IBM/Apple Macintosh based computers in two departments when this technology was still fairly new in S.A.; Establishing of Desktop Publishing Research/Training Department and managing thereof

1986 - 1990

Computer Research, Training & Support / Sanlam Micro Computers : Administration Department

Research & Development

Research on Desktop Computers and Desktop Products/Applications; Writing/compiling research reports; Computer training : Computer basics; DOS; 123; Developing applets in Lotus 1-2-3; Dbase III/IV; MultiMate; Creating/setting up printer drivers for MultiMate; Wang Word Processor for various printers; Programming in Clipper; Technical support on Desktop Computers and Desktop Products/Applications; First Line Management (management of small support- and programming team); Writing/compiling training material/manuals; Writing/compiling user manuals; Presentations of products/applications

Initiated programming in Clipper programming language in Department/Company; Initiated Research on Desktop Computers and Desktop Products/Applications in Department/Company

Awarded Sanlams' Microcomputer Departments' Komkamp Year Winner twice

Education

april 1992

Dale Carnegie Management Seminar

november 1985

Marketing / Tygerberg Technical College, Bellville

Studied towards marketing diploma in which I passed the below mentioned subjects, I did not complete the course as I pursued a different career path at the time:

- EDP
- Market Research
- Advertising Management
- Afrikaans Communication

November 1978

Matric / Hottentots Holland High School, Somerset West

Activities

- I have a passion for technology and enjoy reading up on current trends
- I love surfing the internet for information
- I like reading in my spare time
- Creative activities