

Professional Profile

8 Years' Experience as a Sales Representative

- Computer skill
- Professional Sales Management
- Debt Collecting
- Stock Control
- Business Administration
- Procurement
- Licensed Forklift Driver
- Microsoft Excel, Word, Outlook, Syspro, Abaca
- Skills Development Course attended
- Manage R 6m + debt per month
- Manage Stocks for key account contracts
- Compiling and submitting tenders, artwork, quotes, designs, customer correspondence, samples and price negotiations
- Arranging timely supply of raw materials to comply with contracts

Work History

Sales Representative	Boxlee, Industria, Gauteng	2006 - 2015
Procurement	Boxlee, Industria, Gauteng	2000 - 2006
PA to the GM	Ferodo, Fordsburg, Gauteng	1999 - 2000
ICU Receptionist	JHB General Hospital	1989 - 1999

Education

Achieve Global	Professional Selling Skills	2009
National Senior Certificate	High School DF Malan, Crosby, Gauteng	1988

References

Boxlee (Pty) Ltd	Ryan Swan General Manager	082-880-6898
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