

## OBJECTIVE

Dedicated and customer-focused with a successful background in leading highly performing teams to meet or exceed objectives. A tactical and inspiring team builder, with experience in training, team development and delivering excellence. Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.



### ADDRESS

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### WEBSITE.NON

## EXPERIENCE

01/2011–Start date

Sales Person • Avon • South Africa, Freestate

09/2012– 02/2014

Administrator • Senwes Company • South Africa, Freestate

08/2011– Still there

Private freelancer • Self Employed • south Africa, Freestate

Personate

nable

Gifted

Flexible

Mature

Creative

Proficient

Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.

Productive

Consistent

Innovative

Seasoned

Client-focused

Energetic

Driven to achieve the best results for customers.

Committed

Organized

Deadline-driven

Hands-on

Dynamic

Adaptable

Dedicated

Resourceful

Effective

Responsible

Skilled

Self-directed

Multi-task-oriented

Service-driven

Well-qualified

Positive

John Vorster, South Africa, Gauteng

Certifications

Continuing Education

Papers

**COMMUNICATION**

[Researched

Documented

Monitored

Resolved

Streamlined

Provided support to clients to initiate operational improvements and resolve business problems, which resulted in A-1 customer/client service.

Collected subject matter for upcoming meetings, created the agendas and sent out automatic notifications to those needing to attend.

Exceptional client service provided to new and long-standing customers, resolved their concerns and developed satisfactory solutions.

Worked tirelessly to resolve customers' problems to their satisfaction, which resulted in a loyal customer base and increased company's positive reputation.

**LEADERSHIP**

Provided support for job assistance to initiate operational improvements and resolve errors, which resulted in A-1 customer/client service.

Achieved Numbers on evaluations consistently over Numbers of year

## **REFERENCES**

Hendry Hermanus, Self Employed, 0748350351,  
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