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|  | professional experience **RUDRALIA INTERNATIONAL (Pty) Ltd. – Production Manager**  January 2022 – Present   * Handling all types of production issues, section by section coordination, and especially focusing on the sewing and finishing section. * Dealing with garment mills, vendors, buyer QC, and product improvement and taking on-site training to related partners to accomplish the wash approval process and standard. * Work closely with the production team from the development stage in order to foresee production bottlenecks and quality problems. And troubleshoot them. * Flowing supplier’s final piece-by-piece garment checks and ensures conformity with the buyer quality requirements and checks the level of garments being prepared for QCC 1 checks. * Making reports and upgrading them as per company standards and SOPs. * Upgrade the technical data sheet and work on different projects and present those to stakeholder’s timely manner. * Make risk analysis of new wash effects in order to foresee potential problems. Work on an alternative solution on recipes/work methods/suppliers in order to achieve the best results within the best quality/lead-time/price. * Prepare a schedule and plan the daily work and delegate the work depending on the workload and priority requirements. * Conduct Pre-production meetings with merchandising team, Buyer representative, and QA department to take over the job as per the style. * Effective follow-up on materials inventory, production process, quality standards & team performance & Finlay making sure that product and procedures are on time and of good quality. * Responsible for bulk approval, bulk production, coordination, and sampling. * To lead the whole production and manufacturing process. * Day-to-day production plan to meet customer delivery date, implement and focus on customer requirements.   **ORIGINAL ALBERTS – RESTAURANT ADHOC**  October 2019 – 31 December 2021)  ***Restaurant Supervisor –*** *Johannesburg, South Africa*   * Assist in the hiring and training of new employees as well as the continuous training of existing staff. * Oversee both front and back of house operations, including wait staff, kitchen crew, and bussing staff. * Maintain high-quality food standards. * Oversee our kitchen staff’s compliance with all health code and sanitation requirements. * Provide exceptional customer service and lead staff to do the same. * Respond to customer complaints quickly and resolve them effectively. * Develop strategies for improving our customers’ dining experience. * Work with staff to project future needs for kitchen supplies, goods, and cleaning products. * Maintain inventory of all needed supplies * Identify methods our restaurant can use to cut waste, decrease costs, and improve profits. * Manage the work schedules of our restaurant’s staff. * Maintain, manage, and update the filling system. * Providing administrative support to the Restaurant Manager   **UNIVERSITY OF SOUTH AFRICA – June 2019 – August 2019**  ***Administrative Assistant***   * Drawing / Picking student’s study tutorial items. * Preparation of student’s study packages for collection * Assisting with preparation * of study material/ registration material to be collected * Ad-hoc warehouse duties in the event of no picking are required. * Discarding obsolete study material to physically be removed from the shelves. * Receiving, unpacking, and putting away study material from Print Production, and external service providers and processing follow-ups (only during registration periods – three or fewer months needed) * Collecting, inserting, processing, and mailing bulk assignments and bulk items be able to work overtime where necessary.   **THREE2SIX PROJECT (SACRED HEART COLLEGE) –** OCTOBER 2018 – APRIL 2019  ***Finance Officer***   * Keep clear, well-organized, and up-to-date records of the Three2Six project finances, including invoicing and monthly budget meetings. * Ensure copies of all documents are kept in an easy-to-follow separate folder for audit purposes. Follow the project and Sacred Heart College's policies and procedures to ensure ledgers are accurately kept with descriptions for all expenditures and correct coding. * Ensure that Three2Six project staff have and utilize the required templates and follow the project’s finance procedures. * Managing the project’s funding matrix, keeping track of specific financial commitments that have been made by specific donors, by budget line item. * Supporting the project fundraiser with income projection records, timely processing of incoming invoices, using accurate budget codes, and ensuring invoices or claims have appropriate authorizations. * Development of outgoing invoices for the project as required, keeping clear, well-organized, and up-to-date records of all project staff, including payroll information, resumes, and qualifications. Assisting with the processing of SACE and SAQUA registration for staff. * Coordinating the financial reporting components for donor reports, working with the project fundraiser and when needed, the program manager. * Coordinating the financial reporting components for monthly financial management committee and quarterly board reports, working with the program manager.   **UNIVERSITY OF SOUTH AFRICA – AUGUST 2013- JANUARY 2018**  ***Administrative* Assistants**  **MANAGEMENT TASKS**   * Monitoring of Diary on daily basis and managing the calendar for meetings and workshops. * Scheduling and organizing internal and external meetings. * Assist with Logistics for workshops planning. * Organizing Events, conferences, and workshops. * Compile memorandum and letters on behalf of the manager * Phone Answering in the absence of the Regional Manager and daily. * Receiving and sending post and courier * Processing of claims on behalf of the Manager * Handling budgets and compiling financial reports end of each year. * Relieve in the Office of the Executive Director’s office upon request.   **ADMINISTRATIVE TASKS:**   * Maintain, manage, and update the filing system. * Assist with Correspondence from different IFLA regional offices across Africa and International * Oversee the running of the office, in the absence of the Regional Manager * Make sure there are sufficient chairs and desks during meetings. * Arrangements of meetings internal and external, ensuring there are enough refreshments as well. * Compiling progress reports for financial and expenditure for the IFLA Regional Office for Africa * Providing administrative support to the Regional Manager * Purchasing items using **I-Procurement** * Flight and accommodation booking using **- Travel.** * Handling all administrative and secretarial duties (e.g., electronic diary, telephone, filing, archiving documents using different modes, handling inquiries, compiling documents, capturing of leave, venue booking, minutes taking, arranging meetings and workshops, and budgetary matters). * Liaison inside and outside the University   **SOUTH AFRICA REFLECT NETWORK – FEBRUARY 2009-MARCH 2013**  ***Admin and Finance Officer***   * Manage the reception area and answer the switchboard. * Providing administrative support to the SARN Secretariat * Assisting in administering the human resource of SARN (which include keeping a record of staff leave, attendance, travel plans, meetings, and logistical arrangements) * Oversee and maintain archives of all relevant documentation associated with SARN. * Assist in postal and photocopy services. * Assist the National Manager in the management of office resources e.g., purchasing stationery, and equipment.   **Finances:**   * Prepare payment vouchers for each invoice. * Prepare payment schedules and track and record all payments. * Process/maintain all accounts payable and accounts receivable by classifying, recording, and summarizing numerical and financial data to compile and keep financial records. * Administration of Income and Expenditure * Check figures, postings, and documents for correct entry, mathematical accuracy, and proper coding into QuickBooks. * Prepare all payments due with supporting documentation and send a payment request to the treasurer. * Update inventory of assets * 7Assist National Coordinator with financial planning * Debt Collection * Assist with other projects that need to be done to create a productive, efficient, and pleasant workplace. * Print and file all pending documents for the project, admin, finance, and HR files. * Loading payment into the company’s bank account and release payment (**was a signatory)** * Allocation of the approved budget.   **CANON N COLLINS LEGAL TRUST**  **2010-2019**  ***Administrato****r – ADHOC- Bedfordview Johannesburg South Africa*   * Manage the Office * Providing administrative support to the Manager * Assisting in administering the travel plans, meetings, and logistical arrangements * Oversee and maintain archives of all relevant documentation associated with Canon and Collins legal trust. * Assist in postal and photocopy services. * Assist the Manager in the management of office resources e.g., purchasing stationery, and equipment. |
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| Eulenda L Shirilele  Administrative Assistant and finance officer |
| PROFILE Proficient Administrative Assistant with finance experience. With over 7 years of office experience, specializing in administrative work, data capturing, problem-solving, planning, and optimal assistance. Known for increasing productivity and relieving the workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing systems. Production management professional knowledgeable about allocating resources, optimizing production and increasing output with hands-on and dedicated approach. Articulate and professional problem-solver with good relationship-building abilities. Proficient in planning and implementing innovative production strategies. CONTACT [eulendas67@gmail.com](mailto:eulendas67@gmail.com)  <https://www.linkedin.com/in/eulenda-lahliwe-shirilele-64248934>  ***+*27 64 669 8802**  371A Heald Road, Meadowlands West Zone 7, Soweto, 1852  **KEY SKILLS AND CHARACTERISTICS**   * Strong Interpersonal and Communication Skills * MS Office Suite * Ability To Work Collaboratively as Part of a Team * Data entry * Problem Solving * Attention To Detail * Excellent Organizational Skills * Poised Under Pressure * Dairy Maintenance * Knowledge Of Financial Management * Analytical, Planning Skills * Numeracy for working efficiently with numbers * Bookkeeping for maintaining accurate financial records * Reconciliation to assess accuracy of data and financial records * Spreadsheet development for managing large volumes of data and statistics * Reporting accurately for preparing monthly and annual financial reports for senior management * Computer knowledge for working with accounting and spreadsheet software  AchievementsAwarded Best Student in Communications and Ethics (Marietta Swart Trophy)  * Obtained Certificate in Project Management. * Obtained Certificate in Administration Training. * Obtained Certificate in QuickBooks   **COMMUNITY AND VOLUNTEER WORK EXPERIENCE**  World Horse Welfare (2009 – 2012)  **Facilitator**  Enos Mafokate Equestrian Club of Soweto (2013)  **Volunteer Work Stable Hand**  **EDUCATION**  **TSHWANE NORTH COLLEGE – 2007**  National Diploma in Financial Accounting Technician NQF 5  **UNIVERSITY OF JOHANNESBURG – 2008**  National Certificate in Road Transport Management  **REFERENCE:**  **Mr. Bhekinkosi Zulu**  **Manager**  **082 705 9639**  **bheki@originalalberts.co.za**  **Mr. Andries MOKOTO**  **Supervisor Dispatch (UNISA)**  **011 471 3368**  **Mrs. Esther Munonoka**  **Coordinator Three2six Project**  **072 602 7597**  [**Coordinator@three2six.co.za**](mailto:Coordinator@three2six.co.za)  **Ms. Happiness Mzulwin**  **Junior Branch Librarian (UNISA)**  **011 471 2933**  **073 596 7262**  [**Mzulwh@unisa.ac.za**](mailto:Mzulwh@unisa.ac.za)  **Dr. Gillian Attwood**  **Manager Canon Collins Legal Trust**  **083 404 5948**  [**gillian@canoncollins.org.uk**](mailto:gillian@canoncollins.org.uk)  **Ms. Yoemna Saint**  **Manager SARN**  **073 208 8248**  [**Yoemna.saint@gmail.com**](mailto:Yoemna.saint@gmail.com)  **Mrs Debbie Dantu**  **Manager Rudralia**  **083 258 6762**  [**debbie@bondpromo.co.za**](mailto:debbie@bondpromo.co.za) |