

MICHELLE JENNY MATTHEE

ID NUMBER: 9502240144085

BIRTH DATE: 24 FEBRUARY 2024

GENDER: FEMALE

NATIONALITY: SOUTH AFRICAN

MARITAL STATUS: ENGAGED

DEPENDANTS: 3

LANGUAGES: AFRIKAANS/ENGLISH

DRIVERS LICENCE: CODE 8

HEALTH: EXCELLENT

EDUCATION: MATRICULATED 2013

(HOERSKOOL DR.EG JANSEN)

PERSONAL OBJECTIVES:

I take pride in everything I do and will excel in any possible task given. I do have all the relevant skills and experience to assist in having a hands-on approach and finalizing the task at hand.

I work well under pressure as proper time-management has been gained from my time in the industry. I respect both senior and junior colleagues, as respect is earned and not given. Always willing to learn in my field of interest or teach as it is the best possible solution for customer/client.

I am a firm believer of doing things right the first time to avoid unnecessary delays. I am a conscientious person who works hard & pays attention to detail.

My personality traits are outspoken, loyal and friendly and I enjoy working with a diverse group of people.

I am willing to go the extra mile if given the opportunity and will be an asset to your company.

**16 Hamel Avenue
Comet**

Phone: 084 390 1740

Email:

mjmatthee24@gmail.com

WORK EXPERIENCE:

Imperial Autobody (Motus Autoworx)

Receptionist duties- operating the switchboard & Europcar/Tempest Non-rev systems to create fleet movement. Working on TMS, Opening of DR's. (October 2016-March 2016)

Compliance administrator duties- Arranging Tow's, Dealing with agent vehicles, OEM manufacturer audits (ensuring the workshop adheres to minimum criteria as per OEM standard, all parts labelled, no parts on floor, steering/seat covers, tools inventories), outsourcing of vehicles, fleet-check, training co-ordination of employees, capex and disposals, maintenance/servicing off all workshop equipment & managing waste area, managing third party contractors on site as per regulation and scope of work, spreadsheets & daily reports. Ordering & receiving vehicle parts.

(September 2016-December 2022)

Costing clerk- Ensuring all parts & outsource invoices got captured on system, RFC's available as per system notes, final costings and invoicing accordingly to match authorization. Handling statement queries & recons.

(June 2022-December 2022)

Contact: Sifiso Maphanga– 083 634 4473

Bluespec holdings (February 2023-present)

National Compliance administrator- Co-ordination of training for all Bluespec panel shops as per mandatory OEM training sessions, managing both Auto matrix and BAMS auditing portal document vaults for all panel shops nationwide and liaising with relevant branch personnel for updating of maintenance/servicing records. Ensuring all staff occupational employment codes on MIBCO statement matches with qualifications.

Presenting training sessions as required per branch on auditing portals and per OEM criteria. Assisting with co-ordination of maintenance & servicing schedules.

Operating VWSA Erwin system for vin specific repair manuals and upload to job card files as required.

Monthly recons for all expenditure.

Analyzing debtor's packs for invoiced vehicles as per auditor's request.

Ensuring branches meet monthly OEM stats deadlines and mandatory questionnaires. New manufacturer applications.

Internal audits (workshop & administrative)/ dealing with external OEM auditors.

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ADDITIONAL QUALIFICATIONS:

- Health & safety Officer(SHEMTRAC)
- Health & safety Supervisor/ISO Certificate
- Incident Investigator & risk assessment
- First Aid Level 3 Qualified
- Fire fighter/emergency evacuation
- Legal liability
- Hazardous material handling

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