

# Catherine Reyneke

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RSA ID: 7603130025087

Age: 48

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## PROFESSIONAL PROFILE: Admin & Process Controller, Creditors Administrator, VSB Administrator

A multi-skilled Autoline trained consultant. All round skills in the administration arena with focus on Motor Dealerships. Extensive experience and skill in the control and implementation of the Autoline motor dealership system in terms of Administration, Creditors, Debtors, Vehicle Stock Books and Point of Sale. Over 23 years' experience on the system, enabling a background skillset for administration and accounting. Looking for a new and challenging position, one that will make best use of my existing skills & experiences and also further my personal development.

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## CAREER SUMMARY

### 09/09/2024 – 11/11/2024: Junior Sales Executive, Globalization

- Daily presentations to potential clients.
- Continual training on the product sold.
- Seeing 15 clients per week.
- Daily phone calls to make appointments to do presentation.

#### Key Achievements

In this position I learnt to work under pressure, as well as building confidence and being able to sell the product.

### 01/11/2022 – 09/09/2024: Stock Controller, SMG Chery Century City

- Responsible for ordering and buying new vehicle stock on IAL.
- Responsible for stocking new and vehicles on Autoline and IAL.
- Responsible for invoicing all vehicles on Autoline.
- Responsible for placing orders with suppliers and service providers.
- Responsible for processing supplier and service provider's invoices and completing for payment.
- Responsible for weekly stock takes and assisting Wesbank with Floorplan audits.
- Responsible for submitting payments to suppliers.

#### Key Achievements

- In this position I learnt to work under pressure, as this is a medium sized dealership selling +- 100 new and used vehicles every month.

### 01/11/2020 – 31/10/2024: Senior Administrator, Tiger Wheel & Tyre Parklands

- Assisting Store Manager with opening and closing the store when necessary.
- Assisting with the upkeep of the Occupational Health and Safety File monthly.
- Assisting with the processing of supplier's invoices to the system.
- Creating orders to suppliers.
- Processing GRN's & PODs for stock received and stock given.
- Responsible for petty cash and petty cash recons.
- Taking payments from customers.
- Preparing banking to be taken to the bank when customers paid in cash.
- Doing monthly and daily filing.
- Preparing daily file with reports for manager to sign off.
- Assisting the store manager with disciplinary hearings when necessary.

#### Key Achievements

- In this position I learnt to work under pressure, and how to deal with disciplinary issues as and when they arose.

**03/06/2019 – 24/01/2020: Admin Clerk, Accman Business Services**

- Assisting main member with personal and business credit card recons.
- Assisting with data capturing
- Assisting with filing

**01/06/2015 – 12/03/2019: Admin / Fitment Centre Clerk, Bidvest McCarthy Toyota Table View**

- Responsible for invoicing all fitment centre job cards.
- Responsible for arranging all PDIs for all 3 Western Cape Bidvest McCarthy Toyota branches.
- Responsible for submitting ferry claims.
- Assisting fitment centre manager with month end reports.
- Assisting fitment centre manager with running fitment centre when he is unavailable.
- Assisting clients with quotes for accessory fitments.
- Responsible for submitting payments to suppliers.

**Key Achievements**

- In this position I have learnt to work under pressure, as this is a high-volume fitment centre, doing fitments for all 3 Western Cape Bidvest McCarthy Toyota branches, as well as fitments for walk-in clients.
- 2<sup>nd</sup> in charge of the fitment center when the Manager is away.

**07/04/2014 – 29/05/2015 Admin / VSB Clerk, Bidvest McCarthy Toyota Table View**

- Responsible for invoicing used vehicles.
- Responsible for creating orders for used vehicle accessories.
- Responsible for submitting payments for used vehicles purchased.
- Responsible for submitting payments to banks for settlements.
- Responsible for petty cash.
- Responsible for dealerstocking all used vehicles purchased.
- Responsible for processing payments, buy-ins, licence & registration, etc on dealer management system.
- Assisting accountant with day to day queries.
- Dealer management system: Kerridge.

**04/12/2013 – 04/04/2014 Creditors Clerk, CMH Nissan Cape Town – Temporary position**

- Responsible for the reconciliation of Creditors on a daily and monthly basis.
- Responsible for creating vehicle and miscellaneous orders.
- Responsible for processing miscellaneous and vehicle creditors invoices.
- Assisting with auditing of Vehicle files.
- Assisting with preparing creditors payments.
- Dealer management system : Automate

**21/12/2011 – 31/07/2013 Admin Controller, Ford Mazda Claremont/Honda Claremont**

- Responsible for the payment and reconciliation of the Dealerships Ford/Mazda Floor Plan. Approximate value of the Floor Plan is in the Multi Millions.
- Responsible for the Bank Recons for the Ford/Mazda Dealership. Daily auditing of the Dealership's accounts
- Responsible for licence and registration bank recons for both Ford Mazda and Honda Claremont.
- Responsible for monthly journals for both Ford Mazda and Honda Claremont.
- Responsible for ensuring certain monthly payments were made.
- Responsible for monthly interbranch payment recons for all Western Cape Honda Mekom branches.
- Responsible for Wesbank Floor plan recons for both Honda Claremont and Honda Cape Town.
- Dealer management system: Kerridge
- All Mekom Dealerships first point of contact for Kerridge support and training.
- In charge of a team of 2 Office Administrators and clerks.

**Key Achievements**

- In this position I fulfilled a multi role position with heavy emphasis on administration, function and management of various admin roles for Ford/ Mazda Claremont, Honda Cape Town and Honda Claremont
- In this challenging position I was able to fulfil the Dealerships needs in terms of providing administration support and Kerridge support to the Mekom group.

**01/12/2010-20/12/2011 Creditors Clerk, Honda Cape Town**

- Responsible for the creditors account cycle, including payments and invoicing.
- Responsible for the Dealerships Licence and Registration cycle, including payments, reconciliations.
- Responsible for interbranch payment recons for all Western Cape Honda Mekor branches.
- Responsible for the Dealerships 3 Wesbank Floor Plan accounts, in terms of recons.
- Responsible for first point of contact and support for the Dealerships management system, Kerridge.

**Key Achievements**

- In this position it was possible for me to take my Kerridge knowledge and implement it in the Dealerships accounting and administration systems. Key responsibilities included account workflow on the system and the tight reconciliation and supervision of the administration.
- I also used this time to learn about the Dealership (Mekor) and assist in implementing policies and procedures in terms of accounts.

**19/11/2007-30/11/2010 VSB, Admin and Costing Clerk, Honda Cape Town**

- Responsible for the Dealerships Vehicle Stock Book, with approximate value of around a couple of Million.
- Responsible for vehicle invoicing in terms of costs against vehicles.
- Cash posting creditor's costs to both Sales Ledger and Purchase Ledger.
- Administration of the daily VSB process including cheque payments for vehicle trade-in settlements, used vehicle buy-ins, new vehicle buy-ins, spotter's commissions and cash creditors invoices on vehicles.
- First line customer assistance.
- General and administrative duties, including filing and switchboard.
- Responsible for interbranch payment recons for all Western Cape Honda Mekor branches.
- Responsible for the Dealerships 3 Wesbank Floor Plan accounts, in terms of recons.
- Dealer Management system: Kerridge.

**Key Achievements**

- In this position my primary focus was the administration and management of the Dealerships Vehicle Stock Book from an administrative point of view. My job and goal was to fully support the Dealer Principal and sales / teams by ensuring the VSB was up to date.
- I also used this time to learn about the Dealership (Mekor) and assist in implementing policies and procedures in terms of VSB.

**19/05/2007-31/10/2007 Service and Chrome Advisor, Harley Davidson Motorcycles Cape Town**

- Part of team of Customer Satisfaction Consultants assisting clients during process of booking in of vehicles. Also responsible for maintaining customer relations throughout the service process.
- Responsible for the entire Customer Satisfaction cycle. This included ensuring client queries, follow ups, and possible complaints were handled efficiently and correctly.
- Responsible for advising customers on customization of their Harley Davidsons and selling accessories to customers.
- Responsible for selling workshop hours for fitment of accessories to Harley Davidsons.
- Dealer Management System : Pastel

**Key Achievements**

- This position allowed me to learn about Customer Satisfaction and the importance of the Customer communication cycle. Key growth was my ability to learn quickly, and take on significant skillsets, such as learning to deal with difficult customers.
- I was a key part of the team that made Harley Davidson the success it was for many years.

**13/01/2007 – 18/05/2007          Maternity leave**

Further older references can be provided on request.

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## EDUCATION

**Matriculated:** De Villiers Graaff High School, Villiersdorp, 1993  
**Other qualifications:** DE (3 year diploma) Junior Primary Teacher, Boland College of Education, Wellington

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## PERSONAL DETAILS

**Driving Licence:** Full/Clean  
**Health:** Excellent; non-smoker  
**Interests include:** Reading, Beading, Outdoors, Animal welfare, Motorcycling  
**Age:** 48

I am a mother, and will do well in an established environment where I will provide reliability and have a good outlook on life. I have a 17-year old son.

## REFERENCES:

- 1. Charl Vermeulen**  
**Dealer Principal: Honda Newlands**  
**021 659 8000**  
**082 374 1613**
- 2. Anthony Jamieson**  
**Managing Director: DISC Computer Solutions**  
**082 888 1588**
- 3. Roger Bath**  
**Dealer Principal: Amalgamated Motors**  
**082 780 5214**
- 4. Ernest Du Plessis**  
**Accountant: Bidvest McCarthy Toyota Table View**  
**Now at Caledon Toyota**  
**081 302 2153**
- 5. Jean Van Der Westhuizen**  
**Branch Manager: Globalization**  
**083 485 7799**