

CURRICULUM VITAE - SIMONE BEUKMAN

PERSONAL INFORMATION

FULL NAME:	Simone
SURNAME:	Beukman
IDENTITY NUMBER:	0506060107089
DATE OF BIRTH:	6 June 2005
AGE:	20
SEX:	Female
MARITAL STATUS:	Single
POSTAL ADDRESS:	48 Bodenstein Street PLK – To relocate to Cape Town
TELEPHONE NUMBER:	060 752 8490
EMAIL:	beukman7413@gmail.com
NATIONALITY:	South African
HOME LANGUAGE:	Afrikaans
SECOND LANGUAGE:	English
DRIVERS LICENCE:	Yes
TRANSPORT:	Yes, own vehicle

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CAREER OBJECTIVE

To secure a challenging position in a reputable organization where I can expand my learnings, knowledge, and skills, while making a significant contribution to the success of the company.

CHARACTERISTICS/SKILLS

- Detail-orientated
- Efficient
- Assertive
- Excellent organisational skills
- Excellent interpersonal skills
- Fast learner
- Team player
- Able to use my own initiative
- Creative thinker
- Adaptability
- Good work ethic
- Problem-solver

I am able to motivate others and direct my talents and skills to meet objectives. I am eager to discover and adapt to new innovative ideas and processes which can effectively be put into practice. I enjoy working with and around people and am able to get along with diverse personalities.

EDUCATION

Pietersburg Hoerskool
2019 – 2023

SUBJECTS:

Afrikaans Home Language
English First Additional Language
Maths LIT
Tourism
Economics
Business Studies

(NSC Certificate attached below)

WORK EXPERIENCE

NAME OF EMPLOYER:

The Flying Pig

Period: Sep 2023 – Oct 2023

Position: Waitress during the 2023 Rugby World Cup

Reference: Declan de Jager – 082 809 0391

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NAME OF EMPLOYER:

BB Galactic Auto Ford

Period: Jan 2024 – Sep 2024

Position: Customer Relations Assistant

Reference: Kristen Robbertze (manager) – 082 555 1378

Duties:

- Receiving online customer leads on Auto Hub and distributing of leads to salesmen
- Constantly following up on all leads and cliental deal builders
- Following up on F&I deals and with salesmen throughout the deal process
- Making sure the salesmen understand and follow the correct procedures of a sales process
- Data capturing – cliental details and deal builder numerals
- Basic filing
- Assisting sales managers with marketing strategies and helping with designing advertisement materials

NAME OF EMPLOYER:

Morester Bande T/A Supa Quick Polokwane

Period: Oct 2024 – current (reason for leaving is due to relocation)

Position: Debtors and Creditors Clerk

Reference: Jenny Joubert (manager) – 072 231 1847

Duties:

- Handling of all debtors and creditors – statements and reconciliations, following up on payments and accounts, capturing of payments of both clients and suppliers
- Capturing invoices on our fleet library to head office for fleet customers payments
- Stock controlling – Capturing of all stock receipts and non-stock items from suppliers
- Basic administrative duties and filing finance documents
- Data capturing
- Assisting manager where needed
- Handling of weekly wages – VIP SAGE – Working out clock in and out hours of workers and doing their weekly wages accordingly, filing and managing of workers personal files.
- WHILE THE RECEPTIONIST IS AWAY: Answering calls and assisting customer walk-ins
- Calling for authorisation on work to be completed and doing follow ups with clients
- Invoicing of completed work on P.O.S
- Handling payments, daily cash up and filing

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TRAINING

Signio Vendor System training – certificates available at request. Oct 2023 – Jan 2024.

Excel

MS Word

PowerPoint

Please note that I am currently busy with training for my RE5 examination.

INTERESTS/HOBBIES

Socializing, Exercising, Golfing, Reading

PLEASE FIND NSC CERTIFICATE ATTACHED BELOW

CURRICULUM VITAE - SIMONE BEUKMAN



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

SIMONE BEUKMAN

Identity number 0506060107089

Exam number 7230341010010

Subject	Achievement level
Afrikaans Home Language	6
English First Additional Language	6
Mathematical Literacy	7
Life Orientation	7
Business Studies	6
Economics	6
Tourism	7
*****	***

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2023

M. S. LAKOMETSI

Chief Executive Officer

240 1008 8814 X



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa
5175789

(See reverse for more information)