

CURRICULUM VITAE

OF

NARISHA CZOVEK

PERSONAL DETAILS

SURNAME : Czovek

FULL NAMES : Narisha

ID NO : 810827 0278 081

NATIONALITY : South African

MARITUL STATUS : Divorced

CHILDREN : 2 (Student & School)

LANGUAGES : Afrikaans, English

ADDRESS : Middelburg
Mpumalanga

TEL NO : 076 442 4227

RELIGION : Child of Jesus Christ

DRIVER'S LICENCE : CODE 08

QUALIFICATIONS

Qualifications	Year	Institution
Grade 11	1998	Ogies High

SUBJECTS

Afrikaans	HG
English	SG
Typing	SG
Math's	HG
Science	SG
Biology	SG

EMPLOYMENT HISTORY

Year	Institution	Job description
2017 - 24 Nov 2021	Ukufakwa Trading	<p>Director</p> <ul style="list-style-type: none">- Financial Department (Creditors & Debtors, Monthly Budget, Payments, Salaries, Monthly Recons (to Accountant), Contracts- Sales & Marketing of Mining Projects and Coal- Sourcing of New Clients, Meetings held with clients- Opening & Closing of deals- All Administration- Office management <p>Reasons: June 2021 resigned as a Director, worked as an Employee until 24 Nov 2021. Finished due to personal reasons</p>

		(will discuss in interview)
Feb 2016 - Aug 2020	Yandisa Mining Services	<ul style="list-style-type: none"> - Personal Assistant for Mine Manager and CEO. - Administrator of all Invoicing, Debtors, Monthly budget, Monthly recons, Diesel recons (buying/monitoring/ordering) - Sourcing of Suppliers of Mining Equipment, Parts ect - Sales & Marketing of ROM, Coal, Discard, Crushed & Screening) - Opening and closing of Sales - Meetings with clients for coal sales and new projects (Yandisa & Ukufakwa - Inhouse & Outsource) - Recruiting of Candidates, Interviews, Time-sheets, Payroll, Leave, HR Responsibilities, - Booking of medicals & training - Office Management - Handling/recon of petty cash - Order & handling of PPE - Reasons for leaving: End of Mining Project
Oct 2014 - Dec 2015	Audi Centre	<p>Invoice Clerk/ Stock Controller</p> <ul style="list-style-type: none"> - Receiving and posting invoices (debtors and creditors), - - Invoicing of new and used vehicle deals. - Settling of trade-in vehicles. - - Dealing with the banks on settlements and Natis requests. - Wesbank (floor in/out stock) - Stock Count and transfers of vehicles. Opening and closing of Orders and costs.

		<ul style="list-style-type: none"> - Managing of closing dates on vehicle sales - Buying and controlling stationary for Audi dealership. - All duties with regards to Administration in the Dealership for Audi New, Used and Head Office queries . ADP Training. EFT's, <p>Reason: Retrenched</p>
2013 Aug - 2014 July	EL'ROI Coffee Shop	<p>Manager</p> <ul style="list-style-type: none"> - I helped with the planning of El'Roi, décor and marketing. - Sales and marketing, - Bookkeeping, cash-up, - - Staff member's contracts. - - Making appointments with clients, consult with clients. - - Handling all legal matters, - Solving client and staff problems. <p>Reason: Closed down</p>
March 2011 - Oct 2011	Esterhuysen Botha Attorneys	<ul style="list-style-type: none"> - Litigation typist, Receptionist, Debt collecting, Lexpro-Bookkeeping (course as well), Petty-Cash, Banking. Worked independently. - Mr Botha was in and out the office most of the time, and out of town. <p>Reason: Firm closed down in Middelburg)</p>
Jan 2010 - Feb 2011	Invusa Trading	<p>Construction & Maintenance - Director:</p> <ul style="list-style-type: none"> - Invoicing, Quotations, - Sales & Marketing ext. <p>Reason: Close of business due to economic reasons</p>
Feb 2008 -	Niemann & Swart	Debt Collections Secretary

Dec 2009	Inc - Pretoria	<ul style="list-style-type: none"> - Typing of Correspondence, Pleadings, Documents, Litigations. - Consult with clients, - Working independently, - Managing of Department, - debtors accounts, filing, - tracing of debtors, - arguing & closing of settlements <p>Reasons: We were informed of retrenchment and allowed to look for another vacancy, then I've decided to start my own business)</p>
May 2007 - Oct 2007	COMMS Mining	<p>Personal Assistant to the Site Manager:</p> <ul style="list-style-type: none"> - Typing of all admin, - Filing, timesheets, petty-cash, - Diesel, Machine hours, - Booking of Medicals - Buying of all PPE, Stock <p>Reason: Temporary position</p>
2003 - 2007	Brauckmann & Jooma Attorneys	<p>Debt collecting</p> <ul style="list-style-type: none"> - Consultations with clients, - court orders, tracing of debtors, - Working Independently - Open & Closing of all new cases - Handling of Legal Fee accounts - Litigation typist <p>Reason: Relocated</p>
2002-2003	Property 100 (Coetzee & Schutte Attorneys)	<p>Receptionist</p> <ul style="list-style-type: none"> - All related work to renting of Property; - Admin & Reception <p>Reason: Moved with Mr Reyneke to Brauckmann & Jooma Attorneys</p>

Challenges is part of who I am, it confirms my loyalty, deserves my respect and at the end it gives a million reasons why I want to take on the next challenge.

Should you give me the opportunity to represent your company, I will succeed in whatever is expected and that can only be done by hard work and determination. I am figure orientated and love staying busy.

References:

Robert Olivier (Yandisa Mining)	-	082 774 0872
Annelien Gilchrist (El'Roi)	-	060 971 7851
Japie Botes (COMS Mining)	-	082 317 8002
Farzanah Jooma (Brauckmann Jooma)	-	082 647 3145
Hein Brauckmann (Brauckmann Jooma)	-	084 511 5194
Danie Schutte (Property 100)	-	083 268 3497