

## Personal Details:

<b>Name</b>	Dideray Venter
<b>ID No</b>	7107010145080
<b>Date of Birth</b>	1 July 1971
<b>Nationality</b>	South – African
<b>Drivers License</b>	Yes
<b>Marital Status</b>	Married
<b>No. Of Dependants</b>	Two (2)
<b>Address</b>	23 Fifth Ave Malvern / Queensburgh 4093
<b>Health</b>	Good
<b>Sex</b>	Female
<b>Telephone</b>	082 - 8020272

### SECONDARY EDUCATION

**School:** Port Natal High School

**Highest STD Passed:** STD 8

**Year Completed:** 1988

**Subjects Passed:** English (HG) – Second Language **Read & Write**  
Afrikaans (HG) – First Language **Read & Write**  
Typing (SG) - Business Economics (HG) - Home Economics (HG) - History (HG)

### TERTIARY EDUCATION

**Institution:** Congella Technical College **Qualifications: N1 and N2 in Hairdressing**  
**Year:** 1989 – 1990

**Certificates:** Level 1 first aid, Outlook productivity, Customer services, Customer care –Advanced, Achievement for dedication, hard work, commitment & excellent attitude. CustomerFirst 1 – 4  
**Anti-trust law** – Preventing anti-competitive practice, **preventing bribery & corruption** – Complying with anti-bribery laws, Effective Business Communication

**Computer Literate:** Strong in Microsoft office packages especially E-mail, Windows 2013, Microsoft Word 2013, Microsoft outlook 2013, Microsoft excel 2013, Internet & Microsoft Power Point 2013

### EMPLOYMENT HISTORY

**Company:** **MAN – Truck & Bus (S.A.) (PTY) LTD – Assembly Plant**  
**Year:** 01 July 2025 to Date

**Job Description:**

**Executive Secretary:** Assembly Plant Manager

- Provide secretarial support to Plant Manager & Management team
- Keeping & updating Management Member's diary
- Typing and administrative duties
- Organising meetings and preparation of presentations
- Taking minutes at management meetings
- Travel arrangements for the Management team including timetables and itineraries
- Processing of expense claims for Managers
- General housekeeping

**Company:** **MAN – Truck & Bus (S.A.) (PTY) LTD – Assembly Plant**  
**Year:** Aug 2022 to 30 June 2025

**Job Description:**

**HR Administrator:**

- Typing and administrative duties – with SAP experience
- -updating job profiles on SAGE
- Travel arrangements for the team including timetables and itineraries
- General HR support for Assembly plant & HR shared Department
- Setting up meetings via teams and preparation of presentations
- Recruitment and Selection process: set up interviews, prepare contracts and submit all new employee engagement forms to management & payroll.
- HR Administration, including policies, organograms and record keeping
- Monthly HR reports, Headcount reporting and general administration

**Company:** **MAN – Truck & Bus (S.A.) (PTY) LTD – Assembly Plant**  
**Year:** 21 May 2018 to Aug 2022

**Job Description:**

**Executive Secretary:** Assembly Plant Manager

- Provide secretarial support to Plant Manager & Management team
- Keeping & updating Management Member's diary
- Typing and administrative duties
- Organising meetings and preparation of presentations
- Taking minutes at management meetings
- Arrange corporate functions for the Plant
- Travel arrangements for the Management team including timetables and itineraries
- Processing of expense claims for Managers
- Ordering and controlling of stationery and groceries for staff and client services
- General housekeeping
- Maintenance and keeping of personal files

**Company:** MAN – Automotive (S.A.) (PTY) LTD – Westmead **Year:** 01 September 2017 to 21 May 2018

**Job Description:**

**Branch Credit Controller:**

- Keeping & updating daily reports
- Opening of Debtors accounts–processing of credit applications, incl TransUnion Credit Bureau
- Phone debtors for collections
- Receipt posting of banked onto debtor's ledger
- Allocations of payments and credits on debtor's ledger
- Raising of credit limits in conjunction with credit control manager
- Effective handling of debtors queries
- Compiling weekly reports for management, analyse outstanding accounts
- Debtors statements – prior to posting, statements must be checked
- Cash flow follow up on unpaid sales
- Ensure DSO (days sales outstanding) targets are met
- Follow up on bank recons
- Maintain inter branch accounts and Account reconciliations
- Monitoring of debtor's credit limits
- Completion of bad debt provision report and cash flow forecast
- Typing and administrative duties
- Monthly reports for management
- Filing – for department

**Company:**

**Job Description:**

**MAN – Automotive (S.A.) (PTY) LTD – Westmead Year:** March 2017 to 31 August 2017

**Parts Administrator:**

- Provide secretarial support to Parts manager
- Keeping & updating daily reports
- Typing and administrative duties
- Control Petty cash, daily recon and daily banking
- Monthly reports for management
- Capturing of parts from branches and PDC
- GRV & invoice matching and send for payment
- Matching of DSV invoices and sending for payment
- Filing – for department
- Credits & re-invoice for parts & workshop

**Company:**

**Job Description:**

**MAN – Truck & Bus (S.A.) (PTY) LTD – Westmead**

**Year:** 2015 to March 2017

**IVR Process Coordinator:** - South Africa

- Booking inspection appointments online
- Co-ordinate inspection of trade in vehicle
- Liaise with Germany re updates and processes
- Download reports from internet
- Adhoc support to all staff pertaining to the process and back up for all admin
- Provided training on the process
- Weekly telco with management on progresses

**Company:**

**Job Description:**

**MAN – Truck & Bus (S.A.) (PTY) LTD – Westmead**

**Year:** 01 February 2012 to 2015

**Executive Secretary:** To Centre Leader

- Provide secretarial support to Management Board Member
- Keeping & updating Management Board Member's diary
- Typing and administrative duties
- Organising meetings and preparation of presentations
- Taking minutes at all centre / Dealership meetings
- Arrange corporate functions for the Centre
- Travel arrangements for the dealership / Centre including timetables and itineraries
- Processing of expense claims for Centre Managers
- Ordering and controlling of stationery and groceries for staff and client services
- General housekeeping
- Maintenance and keeping of personal files for the Centre

**Customer Relations Co-coordinator:**

- Attend to all customer complaints within dealerships as well as independent dealerships.
- Address all issues pertaining to customers and raise NCR's (Non-Conform report) accordingly with weekly feedback to senior management

**Company:**

**MAN – Truck & Bus (S.A.) (PTY) LTD – Westmead Year: 01 December 2006 to 01 February 2012**

**Job Description:**

**Sales Administrator:**

- Administration of all deals – OTP, VSOA (Offer to Purchase & vehicle sales order acceptance)
- Opening of deal files and ensure all necessary documentation regarding the deal is secured in the file – Audit purposes
- Processing of deal orders / invoicing as per VSOA (vehicle sales order acceptance)
- Secure VSOA from head office and supply necessary order numbers to suppliers
- Keep sales managers and sales executive informed on progress and relevant problems
- Controlling of the units up to delivery
- Sales reporting to Centre
- Controlling of the vehicle debtors & Interest
- Compilation of demo agreement & insurance documents
- Daily / weekly margin analysis
- Assist in co ordinations with events planning for shows ie: Eston / Shongweni / Zululand
- Capturing info into the database
- Relieve switchboard.

**Company:**

**McCarthy Toyota Trucks – Westmead**

**Year: 22 March 2005 to 30 November 2006**

**Job Description:**

**Service Advisor:**

- Liaise with customers, taking bookings of service appointments,
- Collecting and monitoring outstanding payments,
- Costing of job cards, Relieve switchboard.
- Requesting authorizations and order numbers from fleet managements,
- Data Capturing and general Office Admin.

**Reason for Leaving:**

**Head hunted by MAN Truck & Bus (Pty) Ltd**

**Company:**

**McCarthy Fleet Services (Temporary assignment) Year: 24 May 2004 to 30 January 2005**

**Job Description:**

FML Administrator, Monitoring of FML/Maintenance Contacts- (Debtors reports, collecting of outstanding payments, monitoring mileages, typing of Quotations, Client Letters, Ordering of Stationary, Cheque Requisitions). Drawing up of contracts, Licensing of Vehicles, invoicing of used vehicles, Data Capturing and general Office Admin.

**Company:**

**Student Temps and Pro Appointments**

**Year: 1991 to May 2004**

**Job Description:**

Receptionist positions, Office Admin, Data Capturer, Telesales & Market research telephonically

**General overview:**

**STRONG POINTS** I am a well-groomed, energetic, and enthusiastic person who enjoys a challenge and achieving personal goals. I'm an easy learner and like helping others learn new things. I am also a dynamic individual with excellent teamwork and communication skills. I have other qualities to bring to the workplace, such as good teamwork and organizational skills. I also show pride in all the work that I do, and am a perfectionist in everything that I do, which I do to the best of my ability. Ability to engage with various levels of customers and management **REFERENCES**

1. **(MAN TRUCK & BUS)**

2. **(Mc CARTHY TOYOTA TRUCKS)**

Tel: 083 6554 064 - Troy Roper

3. **(STUDENT TEMPS & PRO APPOINTMENTS)**

Tel: 031 265 2000 – Cindy Norcott

The above references may be contacted.