

DIRKIE MARIA HONIBALL

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SUMMARY

Dynamic professional with extensive experience in office management and team leadership, overseeing daily operations for a team of 20. Proven track record in enhancing procurement and logistics efficiency, driving operational performance aligned with strategic business goals. Detail-oriented in managing import/export processes and inventory, ensuring compliance and timely deliveries. Committed to fostering positive customer experiences and delivering exceptional administrative support to senior executives.

EXPERIENCE

PROCUREMENT/LOGISTICS & OPERATIONS CO-ORDINATOR, 01/2012 - 03/2026

Acino Pharma, Halfway House Estates, Midrand

- Liaised with overseas principals regarding outstanding orders and monitored delivery schedules to prevent stock shortages.
- Managed the writing off of expired stock to maintain inventory accuracy.
- Generated a six-month expiry report and advised managers on stock status.
- Managed inventory levels to optimise stock availability while minimising overstock situations.
- Oversaw the receipt, storage, and dispatch of goods, maintaining systematic records for all transactions.
- Reviewed data to forecast future requirements and order supplies, maintaining consistent inventory and avoiding shortages.
- Maintained required inventory levels at minimal cost.
- Directed daily operations to achieve maximum efficiency and productivity.
- Conducted regular stock audits, identifying discrepancies and implementing corrective actions to maintain accuracy.
- Developed and maintained strong relationships with vendors, ensuring timely supply of quality products.
- Tracked inventory levels and optimised ordering strategies to meet availability needs whilst maintaining budget goals.
- Established inventory control policies and procedures, ensuring compliance across the organisation.
- Reviewed and updated inventory categorisation, improving ease of access and reducing retrieval times.
- Evaluated adequacy of stocks to verify supply and meet demands for distribution avenues.
- Attended meetings to discuss developments and brainstorm ideas in improving inventory management.
- Met supply requirements by strengthening inventory systems.
- Addressed customer queries regarding stock availability, providing accurate and timely information.
- Trained team members on best practices in inventory management, fostering a culture of continuous improvement.

PA TO MANAGING DIRECTOR, 01/2001 - 01/2012

Selwyn Gooft, City Deep, Johannesburg

- Assisted team of 20 staff members in daily office operations.
- Supported management of reception, debtors, creditors, warehousing, and logistics activities.
- Coordinated procurement and logistics tasks at Litha Pharma Group, now part of Acino Pharma.
- Handled sensitive information with discretion, ensuring compliance with data protection regulations and company policies.
- Monitored emails and correspondence, prioritising and responding on behalf of the executive to streamline workflow.
- Acted as the first point of contact for the executive, screening calls and visitors to manage access and protect time.

PA TO NATIONAL SALES DIRECTOR, 04/1995 - 11/2000

Ellies Electronics, City Deep, Johannesburg

Organised sales meetings and assisted in co-ordinating all sales teams.

Compiled sales figures for reporting purposes.

Supported communication between seven sales managers and national sales director.

Created PowerPoint presentations for team meetings.

Co-ordinated event functions and managed daily diary.

Planned and organised overseas trips, ensuring smooth logistics.

Entertained overseas principals during business and non-business hours.

- Performed day-to-day filing and typed correspondence as needed.

PRODUCTION COORDINATOR, 01/1990 - 12/1994

Gomma Gomma, Pretoria

Assisted in production planning activities.

Supported printing of production schedules and labels.

Helped balance bulk orders placed by wholesalers.

- Managed inventory, ordering supplies as necessary to maintain optimal stock levels and support continuous production.

SKILLS

- Excellent (Windows 7, Office 2010, Excel with Formulations, Powerpoint, Office Outlook, Ms Word Accounting Programs – Ms Dos, Pastel, Nav
- Office management
- Customer service
- Procurement coordination
- Inventory management
- Supply chain logistics
- Financial reporting
- Documentation handling
- Team leadership
- Problem resolution
- Positive attitude
- Customer service excellence
- Time-management
- Creative thinking
- Decision making
- Microsoft Office
- Confidentiality understanding
- Excel spreadsheets
- Computer literacy
- Office administration
- Client Relationship Management
- Health and Safety Compliance
- Time efficiency
- Stress tolerance
- Microsoft Powerpoint
- Excel proficiency
- Self-motivation
- Sales forecasting
- MS Office expertise
- Training and Development
- Microsoft Office proficiency
- Stress management
- Confidentiality maintenance
- Project Management
- Prioritisation and time management

- Email handling
- Administrative efficiency
- Active listening
- Effective communication
- Product knowledge
- Document management
- Timekeeping
- Customer engagement
- Vendor management
- Client servicing
- Office staff leadership
- Invoice processing
- Data confidentiality

CERTIFICATIONS

Marketing Code Authority
Code of Conduct
POPIA ACT
PV
ABAC

LANGUAGES

Afrikaans (Read, Speak, Write):

English (Read, Speak, Write):

PERSONAL DETAILS

- Surname: Honiball
- Name: Dirkie, Maria, Catharina
- Home Address: Etosha Place, No 9 Brackendowns Alberton 2448
- Identity Number: 690408 0279 083
- Date of Birth: 8 April 1969
- Sex: Female
- Marital Status: Divorced
- Dependants: 0
- Nationality: South African
- Religion: Christian

EDUCATION

Brits – Highschool
High School

HOBBIES AND INTERESTS

- Outdoor activities
- Spending time with my family and grandchildren.
- Dog person - Spend time with animals
- Gardening

ACCOMPLISHMENTS AND AWARDS

- Company awards for Collaboration for 2025
- Quarterly awards winner for Collaboration.
- Quarterly awards winner for Innovation.
- Quarterly awards winner for Agility.

PROJECTS

- Worked on various company buy outs and acquiring of new products.
- Acquired and implement of "Sunshine" & Springbok setting up receiving of goods and distribution of goods from start to end to end consumer..