

Veruschke Botes

DOB: 5 APRIL 1994
GENDER: FEMALE
DEPENDENTS: 4
ADDRESS: PLOT 228 BUFFELSDRIF, MOLOTO RD
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Education

Highest standard achieved – Matric (Std 10)

H/S Montana

- 2008 – 2011
 - Afrikaans
 - English
 - Math literacy
 - Life orientation
 - Tourism
 - Arts & Culture
 - Computer Applications Technology

Hospital School Pretoria

- 2011 – 2012
 - Afrikaans
 - English
 - Math literacy
 - Life orientation
 - Tourism
 - Consumer studies
 - Computer Applications Technology



Tertiary Education

Introductory Course to Project Management

University of Pretoria (Enterprises)

- February 2021 – September 2021
 - Scope management
 - Time management
 - Cost management
 - Quality management
 - Risk management
 - Human Resources and Stakeholder management
 - Communication and Procurement Management
 - Integration

I-to-I – TEFL Studies

- February 2023 – currently enrolled

One – Day Courses

SEESA

- 2013
 - Customer Service
 - Personal Assistant

Work History

ABMS Maintenance Services

- July 2013 – August 2014 due to better job opportunity
 - Receptionist /Administrator
 - Jan Strydom (Operational Managing Director) - 082 777 4927
 - ◆ Vehicle inspection
 - ◆ Receiving and capturing of call outs
 - ◆ Follow up on feedback.
 - ◆ Typing supplier slips
 - ◆ Answering the phone
 - ◆ General admin work
 - ◆ Receiving and directing all company correspondence
 - ◆ Capturing of all cash and supplier slips



- ◆ Capturing of all cash slips to Pastel my Business
- ◆ Assisting the Financial Manager with the recon
- ◆ Sending relevant job cards to the clients
- ◆ Arranging staff meetings and taking minutes
- ◆ Ordering of all stationary
- ◆ Keeping record of staff birthdays
- ◆ Attending to all printer related issues and orders

Allen Joss Auto (Mazda)

- September 2014 – September 2015 due to retrenchment
 - Stock Controller / PA
 - Jacques Brosens (Sales Manager) - 012 567 5171
 - ◆ Checking in vehicles via Magic Mazda
 - ◆ Taking stock of vehicles
 - ◆ Follow up on clients.
 - ◆ Arranging for vehicles to be ready for swapping
 - ◆ Arranging Sales manager's tasks upon request

Let's Trade Mobile

- January 2016 – September 2019 due to retrenchment
 - Admin Manager
 - Charles Broli - 012 548 3991
 - ◆ Book in of devices on the WMS Job Card System
 - ◆ Submitting claims on the Alcatel Warranty System
 - ◆ Assisting the MD when needed

Engigo Security

- February 2021 – March 2023
 - Administrator from February 2021 – October 2021
 - ◆ Bind site registers.
 - ◆ Update manager files
 - ◆ Handel petrol cards
 - ◆ Typing client reports
 - Promoted to Human Resources Manager in October 2021
 - ◆ Handle HR related queries
 - ◆ Handle leave forms
 - ◆ Handling UI-19 requests
 - ◆ Distribute pay Isips
 - ◆ Confirm employees' Psira
 - ◆ Keep employee files up to date.
 - ◆ Handling misconducts
 - ◆ Send out notices of hearings and suspensions.



- ◆ CCMA cases
- Sakkie Bekker (GEO) – 072 445 0097
- Martie Alberts (Financial Director) – 012 111 0521

