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Curriculum Vitae

ABDUL NAIDOO

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Energetic, Hard Working, Multi-Skilled Manager – 7 Years Experience

My aim is to set-up, manage and maintain efficient sales support systems – keeping customers happy, getting things done on-time, meeting delivery times, keeping people informed, following up, pushing for results.

Targeted Positions: Sales Coordinator, Stores Manager, or similar in the Marketing/Manufacturing Sector

1.0 PERSONAL DETAILS

Full Name – Abdul Gulum Naidoo
Identity Number – 750907 0000 00 0
Family – Married with 2 children
Languages – English, Afrikaans, Zulu

Opening with a strong, clear statement of benefit. He's saying, "I know what I'm supposed to deliver. And I'm determined to do it. I'm going to be an asset to you."

2.0 TRAINING AND CERTIFICATIONS

Team Leader Training: Mini Business Concept, TG Boards Africa Ltd, 2005
Business Initiator Training: Mini Business Concept, TG Boards Africa Ltd, 2005
HIV/AIDS Management Training, King Costa & Associates/FIETA, 2005
Disciplinary Initiations, TG Boards Africa Ltd, 2004
Course in Counselling Guidelines, TG Boards Africa Ltd, 2004
Fire Fighter Training and First Aid Training, TG Boards Africa Ltd, 2003/4

There's nothing really heavy weight here – but he does have a number of focussed courses that are totally applicable to the new environment he's looking for. He thus comes across as someone eager to learn, to develop and make himself more and more useful.

Diploma in First Line Management, 2003

Subjects – Business Numeracy; Self Management; People Management; Operations Management; Safety and Quality Assurance; Project Management; Organisational Awareness; Employer/Employee Relations; Labour Relations

Certified Hyster Forklift Driver

Certified Locomotive Driver

Matric, Dingaanstad Secondary School,

The things he's highlighted here WILL be a close match with the key things mentioned in the job adverts he's responding to. In the mind of the employer it'll reinforce the idea that, "this guy is what I'm looking for" created at the start. Also notice the supporting information as "proof".

3.0 THINGS I CAN BE RELIED ON TO HANDLE

Supervising Staff – am currently accountable for 13 employees

Managing a Department – am currently entrusted with the running of 3 departments (which)

Coordination – keeping constantly in touch with production, sales, suppliers and stores to keep things on track

Controlling Stock – in the last 3 years production has never suffered due to a lack of materials/stock

Compiling Reports – well versed in Excel spreadsheets, presenting figures to Management

Dealing with Suppliers – ensuring timeous delivery, maintaining good relationships

4.0 COMPUTER LITERACY

MS Office – Word, Excel, etc; Internet, E-mail

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5.0 CAREER HISTORY

STORES CONTROLLER & DEPUTY STORES MANAGER

TG Boards Africa Ltd

2000 to present

[TG Boards is a JSE listed company producing wood materials. It has a global presence and employs 12 000 people in 70 facilities in North and South America, Europe, Asia, and Africa – selling products in 50 countries. Also see www.TGBoards.co.za]

Job Overview – Providing Management, Supervisory and Stores expertise as 2IC – promoted 4 times since 2000 and now responsible for 13 staff and 3 departments in the Stores environment (Receiving, Dispatching, Purchasing, Warehousing, and Sales). Carry full accountability for the Rail and Issuing Departments.

- Implementing Stores policy and procedures
- Driving the performance of the Stores, meeting objectives, providing reliable support to production
- Controlling the entire Stores Issuing function
- Managing the replenishment of stocks as per agreed levels
- Having charge of and working with the Stores Budget System
- Attending Production meetings and ensuring proper, timeous supply of
- Chasing up orders
- Filling in for the Purchasing Coordinator
- Conducting reconciliations on Freight accounts
- Compiling spread sheets for coal, slag, and coke usage and storage figures
- Maintaining an up-to-date stores computer system and stock records
- Supervising staff in line with company policy and proper labour procedures
- Resolving supplier and customer queries
- Controlling the maintenance of the Front End Loader, Locomotive and Hysters

Went on quite long here – more points than usual. Why? Space. I didn't want the Abdul to look 'underweight' and the CV to be less than 2 pages. He didn't really have much more in the way of experience. I didn't want his experience as a Clerk and as a Debonairs Pizza guy to grab attention away from his main, quite strong position. It's a balancing act. One has to make judgment calls.

Achievements

- Headed the achievement of NOSA Platinum status – rewriting job descriptions and implementing job observations, risk assessments, task profiles, work procedures, objectives and action plans to achieve it.
- Identified redundant stock and sourced buyers – resulting in increased revenue for TG Boards.
- Offered to carry responsibility for the Rail and Issuing Departments – saving 2 salaries as a result.

Previous Positions Held at TG Boards Africa Ltd – Stores Clerk and Assistant to Stores Manager (2002-2004); Store Man: Receiving (2001/2); Relief Issue Clerk (2000/1); Shift Issue Clerk (2000).

EARLY CAREER POSITIONS

- Manager, Debonair's Pizza, 1999

Note the personal comment. Employers actually like people who are dedicated providers. It forces them to work hard and not mess around. They like serious minded people. Think reliability.

6.0 ADDITIONAL DETAILS

Sporting Activities – Water Skiing, Soccer, Volleyball, Tennis, Badminton, Wakeboarding, Gym 2x per week

Family – Have 2 daughters that are my life – keeps me focussed and working harder than ever to provide for them; Have bought my 'dream house' and have 6 months ago stopped smoking – am intent on a quality life.

References and Certificates Available on Request.