

RESUMÉ

Dalise Jansen

Contact Numbers: (011) 763 4540 or (084) 777 4344

EDUCATION & TRAINING

Chapman Senior Secondary School – Port Elizabeth

Grade 12 – Matric 1991

Alpha Typing School – Port Elizabeth

Receptionist & Secretarial Diploma 1994

Torque Technical Computer Training

Advanced Excel 2000 2001

The Hedgehog Event

Corporate Event Management Workshop 2007

South African Property Owners Association

Basic Property Programme 2008

Damelin College – Braamfontein & Braamfontein

Sales & Marketing Certificate 2005

Fundamentals of Project Management Certificate 2009

Advanced Project Management Certificate 2010

MS Projects 2010

COMPUTER LITERACY

- MS Word
 - MS PowerPoint
 - MS Excel
 - MS Outlook
 - Oracle
 - Windows 2000
 - Windows Vista
 - MS Projects
-

AREAS OF EXPERTISE

Executive PA

Sales & Marketing

Exhibitions & Events

Telecoms Industry

Recruitment

Office Manager

Advertising

Corporate Functions

Property & Development

Liaising with Executives

KEYWORDS TO DESCRIBE DALISE JANSEN

Intelligent, Organized, Fast Learner, Dedicated, Trustworthy, Good Communicator, Energetic, Assertive, Creative, Self Starter, Confidential, Team Player, Pleasant, Presentable, Professional, Computer Literate

PROFESSIONAL EXPERIENCE

Personal Assistant

Metmar Trading (Pty) Ltd

February 2011 to Date

Employed at Metmar Trading (Pty) Ltd on a temporary contract through Cozens Personnel as a Personal Assistant to the CEO/Director of the company. I am on a four month probation period after which they will liaise with Cozens Personnel with regards to permanency.

Duties:

- Personal Assistant: Manage and co-ordinate the CEO's office by handling all administration duties Handle all incoming and outgoing correspondences. Diary management and updating. General Personal Assistant duties as and when required. Attend to all incoming and outgoing calls and directing them to the relevant person dealing with the various commodities. Receive visitors the CEO's office and ensuring they are taken to the relevant meeting room that is booked. As part of my responsibilities, 80% of time is spent on typing documents, agreements, emails, etc for the MD as he prefers the method of dictation. Responsible for a large amount of personal duties as he has various external companies as well as properties
- Meetings: Attend all meetings to record discussions either on a Dictaphone recorder or by typing the minutes on a laptop during the meetings
- Filing System: Develop and ensure the maintenance of a filing system for the incumbent's area of responsibilities in line with the company standards to ensure access to all Personnel Files, documents and correspondence
- Documents: Keeping all Shareholders Agreements, Sale of Share Agreements, Contracts \
- Contracts: As traders each and every transaction has to be issued as a contract which includes, shipment/delivery dates, type of commodity, supplier, buyer, quantity and destination. My responsibility is to open the contract file and to enclose the relevant documents for each contract and to ensure the Metmar Contract Book is updated as the contracts are opened.
- Travel Arrangements: Attend to all the travel, accommodation, car hire, visas, foreign currency (if needed) for the CEO and Managers as they travel extensively.
- General: Allocate all expenses as per Diners Club statements by ensuring the monthly expenses on the Diners Club Credit Card correspond with the amount charged on the statement and to link them to the various projects for account purposes. Performing all adhoc duties as and when required by Managers in the department.

NB: Please do not contact the company for a reference. The Cozens Consultant will be able to furnish you with an excellent reference. This can be given on request.

Office Manager

International Housing Solutions (Pty) Ltd

August 2010 to January 2011

Employed on a 3 month contract basis initially, to organise their Annual Finance & Developer Conference for ±300 people in September 2010.

Duties:

- Projects, Functions and Conferences: Assumed primary responsibility for all tasks necessary in planning, preparation and follow-up for ALL IHS Conferences and Functions. Worked with Deal and Asset Management teams on various projects related to Project Management, Special Research projects for staff and arranged all Strategy sessions for SMT's and Investors.
- Office Management/ Administrative Support: Took minutes at meetings when required (Ensured all minutes are reviewed, approved and distributed. Booked training for staff. Assisted with insurance claims and matters. Managed the ordered stationary, furniture and setting up offices for new staff members, etc. Did all adhoc work when and if required.

- Senior Management Team (SMT) Support: Arranged all Travel, Car Hire, Accommodation, etc for SMT's to RSA. Updated clients and Investors contacts. Arranged meetings for SMT's and Investors while they are in RSA which included national travel, accommodation and car hire for trips. Maintained and updated Executive Management Team's diaries. Arranged all site visits for Investors, SMT's, IHS Staff, etc.

Executive Assistant to CEO, Project Development Managers & Financial Manager

Kagiso Property Holdings (Pty) Ltd

October 2007 to July 2010

Duties:

- Executive Assistant: Handled all Executive Assistant, Office Management, Finance, PA and Secretarial Duties. Ensured the smooth-running of the CEO's office. Handled incoming and outgoing calls and correspondence, diary keeping. Ordered refreshments/beverages and ensured the general up-keeping of the offices. Maintained a very good filing system that was easily accessible. Attend to all the travel, accommodation and car hire arrangements for the entire department
- Office Management: Ensured office equipment are maintained and repaired timeously. Ensured that all offices are set up as per individual requirements and making sure new staff members offices are set up by the time they start (Ordered furniture, office equipment and all administration and stationery requirements).
- Project Management: Assisted the Project Development Managers and Financial Manager on various projects regarding development or property sourcing, property on auction, for sale, land for sale and all daily requirements. Booked site visits and ensured all parties have detailed information applicable to the specific site to be viewed.
- Financial: Assisted the Financial Manager by performing financial duties, handled petty cash, processed invoices, created payment requisitions, wrote out cheques and ensured clients and suppliers are paid on time. Reconciled expenses on credit cards as per bank statements.
- Project Meetings: Set up monthly and weekly Project Meetings with internal developers and external professionals.
- Reporting: Responsible for Global Staff members and ensured they clean and maintain offices at all times.
- Board: Compiled all information for Board Packs and ensured the notification was sent out for Quarterly Board Meetings

Personal/Executive Assistant to CEO & CFO

Kagiso Exhibitions & Events (Pty) Ltd

June 2005 to September 2007

Duties:

- Executive Assistant: Managed and coordinated the Executive Office which involved administration duties, handled all correspondences, diary keeping, organised meeting rooms internal and external, ordering stationery and the general smooth-running of the Executive Office. Organised the maintenance and repairs of all office equipment when needed. Responsible for the general up-keeping of the reception area, ensuring the area was always managed and professionalism exercised. Attend to all the travel, car hire and accommodation arrangements for the Executives. Develop and ensured the maintenance of a filing system for the incumbent's area of responsibilities in line with the company standards to ensure access to all Personnel Files, documents, contracts/agreements and correspondence were limited.
- Events: Organised events/functions eg: Staff farewells, Boss Day, Secretaries Day, World Aids Day, etc. Hosted clients at Ellis Park corporate lounge for special Ruby or Soccer matches. Organised Workshops for Managers and Executives and doing all Corporate Events as part of the Executive Office structure. Organised and hosted more than 50 guests in Cape Town at the Cape Town International Jazz Festival which was over a period of 3 days.

- **Office Management:** Ensured the smooth-running of the office. Liaised with suppliers to replenish stock for cleaning and maintenance purposes as well as access cards for new staff to be issued or lost cards are re-issued, de-active lost or misplaced cards. Logged calls with Telkom or AST when telephones or land-lines was not working and kept a log book with all handsets for old and new employees.
- **New Business:** Ensured the entire process for Tenders and Pitches for new business are done correctly, which included the compilation of correct company information (EG: Company Statutory Registration Documents, BEE Certificate). Briefed the CEO and CFO on the progress and notifying the relevant Managers who is allocated to the project once we are awarded the Tender.
- **Board/EXCO Meetings:** Setting up GM/Board/EXCO Meetings and compiled all the reports for the particular meetings and ensured the reports are distributed a week before the GM/Board/EXCO meetings.
- **Finance:** Reconciled all CEO & CFO's credit card expenses as per credit card bank statement.

Personal Assistant / Commercial Information Co-Ordinator for Marketing, Sales & CST

Cell C (Pty) Ltd

November 2001 to May 2005

Duties:

- Intranet Champion for Cell C's internal website which included updating company information, Department Organogram, New Product Launches, all Marketing information, etc.
- Sourced data and compiled them for the Sales Reports to internal stakeholders weekly.
- Compiled weekly/monthly COA Reports based on all competitive deals in the market as well as sales, marketing and performance analysis reports.
- Assisted Management by providing support assistance for pricing, tariffs and monitoring the departments budget.
- Provided administrative support, writing letters, tracking sales performance and recorded transactions to correct periods
- Supported each division's strategy and forecasting process by providing accurate sales performances and assisting the Management Accountant with setting target levels for each Manager
- Recorded invoices, prepared and implemented various divisions procedures and processes
- Loaded requisitions on Oracle and allocated them to correct cost centres for payments and dealt with Procurement and Finance on the progress. Tracked progress on outstanding requisitions on Oracle by making sure the correct suppliers have completed the Application Forms
- Assisted with monthly divisional reviews, managed administrative transactions by providing financial aid regarding Actuals vs Budget
- Responsible for all secretarial requests and ad-hoc duties
- Personal Assistant to Sales and Distribution Director as well as Account Managers.

Personal Assistant / Office Manager

Ucingo Marketing (Pty) Ltd

November 2000 to October 2001

Personal Assistant / Business Unit Secretary

The Agency for Advertising & Marketing

March 1999 to October 2000

Girl Friday / Receptionist

Renwick Executive Search International

February 1998 to March 1999

Branch Secretary / Receptionist / SWB Operator

Cozens Recruitment Services (Pty) Ltd

September 1995 to February 1998

REFERENCES:

Kagiso Property Holdings (Pty) Ltd

Mr Jeremiah Mabena – Chief Executive Officer
082 784 9543

Mr Benjamin Nokaneng – Financial Director
071 671 7762

Kagiso Exhibition & Events (Pty) Ltd (Pty) Ltd
Mr Jeremiah Mabena – Chief Executive Officer
082 784 9543
Mr Nazir Noor Mahomed – Chief Financial Officer
082 789 9348

Ucingo Marketing (Pty) Ltd
Mr Jeremiah Mabena – Chief Executive Officer
082 784 9543
Commercial Marketing
Mr Henk Lessing - Manager
011 – 324 4000

Cell C (Pty) Ltd
Mr Grant Pitt – Account Manager
084 910 1061

The Agency for Advertising & Marketing
Mr Gugu Mhlanga – Business Unit Director
083 441 1779

Renwick Executive Search
Mr Ivor Nel – Managing Director
011 – 269 2262
