

OBJECTIVE: To penetrate the Finance platform which will allow me to use my past experience of IT with the new skills I have developed in Finance.

EDUCATION: Fox School of TEMPLE UNIVERSITY, Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2014

Major: Finance Minor: MIS

GPA: 3.2

Selected Courses:

Business Society & Ethics	Legal Environment of Business
Systems Information in an Environment	Operations Management
Business Communications	Enterprise IT Architecture
Data Analytics	Professional Development

ACTIVITIES

- Member, American Marketing Association, Fall 2008 – Present
- Assistant Coach, Happy Valley Junior Swim League, 2007

EXPERIENCE: **Protea Fresh Wholesalers, South Africa, Jhb** June 2008 – August 2009

Manager

1. Managed the IT network.
2. Preparing all custom and border documentations for the goods purchased for export.
3. Responsible for cash and checks between R300, 000.00 – R500, 000.00 per day.
4. In charge of large sums of banking deposits.

Cash Register World

January 2003 – May 2008

Retail Manager/IT Manager

1. Opened and closed the business.
2. Maintained the internal IT infrastructure for the company.
3. Sales person 5 years in a row.
4. Travelled within South Africa and abroad to complete projects that included networking 15-20 point of sale machines with complete back office inventory software for stock control.
5. Trained and supported the retail division customers in the point of sale hardware.
6. Trained and supported a database of 600 dealers throughout the country selling the NTS brand point of sale machines.
7. Provided telephonic support to both retail and wholesale clientele.
8. Single handedly increased the monthly revenue by 60%
9. Programmed point of sale machines according to their business specifications.
10. Provided a helping hand in the repair division.
11. Followed up on quotes and customers once a week.
12. Cashed up the registers at end of each day.
13. Analyzed stocked levels every two weeks for re-ordering.
14. In charge 10 people and provided incentivizes if they met they monthly targets in sales.

Dr. Cajee

April 2002 --November 2002

Data entry clerk

1. Task was data capturing medical aid claims and submitting the claims to the various medical aid providers.

SKILLS:

1. Microsoft Office User Specialist Certified
Excel, Word, Power point, Access, One note
2. Entry level SAP
3. Posi-till point of sale
4. Windows 2000 Network & Operating System Essentials
5. Microsoft Windows 2000 upgrade Strategy
6. Designing a Microsoft Windows 2000 Directory Services Infrastructure
7. Implementing Microsoft Windows 2000 Professional Server
8. Implementing & Administering Microsoft 2000 Directory Services
9. Implementing a Microsoft Windows 2000 Network Infrastructure
10. Support skills from NT 4.0 to Microsoft Windows 2000
11. Designing a Microsoft Windows 2000 Network Services Infrastructure