

Carien Pedder

Education:

High School Diploma - Ben Vorster High School - Tzaneen

Subjects Passed:

Afrikaans
English
Biology
Tourism
Hotel Keeping
Computer Typing

Retail Certificate – W&R SETA

Level 4 - 2007

Skills:

I have knowledge in the following programs:

Sage Accounting
Microsoft Word
Microsoft Excel
Outlook
Phytclean
Titan
Winscan
Bartender
Paltrack (Palfarm)
Donkerhoek Data
REV Online transcription site

About myself:

I am an ambitious and hardworking individual with broad skills and experience. I am adept at handling multiple tasks on a daily basis and working well under pressure. I'm a dependable person who is great in time management. I am always energetic and eager to learn new skills.

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Experience:

October 2021 - Present

Freelance Transcriptionist • REV - Online

Transcribing of any audio or video, dictations, medical, law, interviews, Zoom calls, advertisements, etc. I have good attention to detail, excellent time keeping and very dedicated to any project. I have a typing speed of 54 words per minute. My accuracy grade at this point is 4.77/5 and formatting grade is 5/5.

January 2018 – October 2021

Assistant Packhouse manager • DNB Packers - Letsitele

Working for a Citrus Export packhouse, my duties entailed the following:

- Responding to daily emails
- Capturing of invoices and doing monthly recon
- Capturing bank and allocating payments
- Customer invoicing
- Assisting with yearly budget
- Consolidating all stock received and used during the year
- Yearly citrus export summary on Excel
- Ordering of all packhouse stock.
- Record keeping of all citrus cartons being received and packed.
- Making sure all packhouse Global Gap files are up to date and that the packhouse are ready for yearly inspection.
- Updating SIZA questionnaire and updating file.
- Registering packhouse for export yearly on Phytclean.
- Doing temporal work contracts for seasonal workers during pack season and capturing info on Donkerhoek data.
- All Paltrack (Palfarm) functions. Pallet Id's, Intake documents, dispatches, labels, daily packing spreadsheet.
- Making sure all Quality Control forms are filled in daily.
- Working with PPECB inspectors, making sure inspection runs smoothly and all pallets are up to standard for inspection.
- Dispatching of all truck loads
- Making sure all carton labels are correctly printed and info appearing correct.

March 2014 – December 2017 (Company closed down)

Assistant Packhouse manager • The Plains Citrus Packers - Letsitele

My duties were making sure all pallets were up to standard for PPECB inspection, generating pallet ID's, creating intake documents, dispatching of loads. Also making sure all Quality Control forms were filled in daily. Ordering of all packhouse stock. Making sure daily packing data are up to date. Weekly carton transfers and stock keeping of cartons. Yearly citrus summary for all producers. Also helping with yearly budget.



February 2011 – February 2014

Assistant Manager • Adima Egoli Quatro - Tzaneen

Assisted customers with small businesses with stock from Makro retail stores. Data capturing of weekly sales and interest.

August 2013 – October 2013

Relieving Data Capture Clerk • Merite Packers - Letsitele

Capturing all info of citrus being exported on Paltrack, generating pallets Id's and Intake Documents.

October 2009 – February 2011

Branch Manager • Shoprite Queenswood - Pretoria

My Branch Manager duties were overseeing the whole store with approximately 90 staff members and 5 assistant managers.

November 2007 - December 2007

Relieving – Divisional Manager Assistant • Shoprite Northern Division - Midrand

I relieved as the Northern Division Managers Secretary, my duties were capturing the whole week's sales figures, and do feedback for Divisional Manager on all stores, organized meetings, accommodation and appointments.

March 2007 – May 2007

Relieving – Financial Manager Assistant • Shoprite Northern Division - Midrand

As a Financial manager assistant I worked with SAP, did orders for all Northern Division stores, quotations and Capex's. Also helped with the budget for the next financial year.

May 2007 – October 2009

Assistant Manager • Shoprite Queenswood - Pretoria

My duties as an assistant manager were involving overseeing the Fruit and Vegetable, Delicatessen, Bakery and Perishable department for fresh produce and complete range. I was in charge of approximately 25 people.

March 2006 – May 2007

Trainee Manager • Shoprite East Lynn - Pretoria

As a trainee manager I had to train in all store departments to gain knowledge and be at such a level to be promoted to an Assistant Manager.

Departments of training: Front end, Delicatessen, Bakery, Fruit and Vegetables, Non-Foods, Perishables and Groceries. Also Cash Office, General Admin and receiving.

Reference:

Jacques Nel – 083 635 1740 – DNB Packers – Packhouse manager

