

Dear Sir/ Madam

Re: Application for employment

I would hereby like to apply for an Operational or Branch Manager position in your organization.

I have been working as an Operations Manager at Servest Landscaping for the past 10 years. I believe that my extensive experience in the Landscaping Industry, makes me a suitable candidate for a branch manager, area manager or operations manager position.

I have been overseeing Operations for the Riverhorse Valley and Umhlanga areas. I always receive excellent feedback from my clients, which shows my strong commitment to perform my responsibilities in a professional and effective manner. I enjoy working in and with my team, but I am also self-motivated and comfortable working on my own. Furthermore, I am a good communicator, accurate and goal oriented.

I believe that an employment opportunity in your organization will be a significant advancement in my career and this will be a great environment to show off my full potential, whilst utilizing my skills and knowledge.

Below please find my resume, where you will find details of my experience and skills. Should you need additional information, please don't hesitate to call me on 072 659 5684.

Yours faithfully,

Thandi D Dlamini

CURRICULUM VITAE OF THANDI DOREEN DLAMINI

PERSONAL DETAILS:

NAME : THANDI DOREEN
SURNAME : DLAMINI
IDENTITY NUMBER : 7303280647083
ADDRESS : 12 PALM ROAD
PINETOWN
DURBAN 3610
HOME LANGAUGE : ZULU
RACE : AFRICAN
CONTACT NUMBERS : 072 659 5684
DRIVERS LICENCE : CODE 08

EDUCATIONAL HISTORY:

SECONDARY EDUCATION:

SCHOOL ATTENDED : HILLGROVE SECONDARY
QUALIFICATION : MATRIC
SUBJECTS : ENGLISH HOME LANGUAGE
(ALL HIGHER GRADE) : ZULU HOME LANGUAGE
MATHEMATICS
AGRICULTURE
LIFE SCIENCE

WORK EXPERIENCE:

COMPANY : SERVEST LANDSCAPING
POSITION : OPERATIONS MANAGER
DURATION : 2000 - CURRENTLY
REFERENCE : RUDI JONCK
079 503 6131

COMPANY : TONGAAT PLANTS
POSITION : NURSARY ATTENDANT
DURATION : 1995 - 2000
REFERENCE : ARTHUR COWAN
082 328 3800

COMPANY : TONGAAT HULLET NURSARY
POSITION : NURSARY ATTENDANT
DURATION : 1993 - 1995
REFERENCE : DI HENSEN

SKILLS AND CAPABILITIES:

- Conflict management
- Leadership
- Business negotiations
- Organization
- Decision making
- People management
- Data entry skills
- Dependable
- Reporting skills
- Deadline skills
- Budget development
- Criteria thinking and problem solving
- Planning & organizing
- Persuasiveness
- Influencing & Leading
- Delegation
- Team work
- Negotiation
- Adaptability
- Stress tolerance

RESPONSIBILITIES:

- I am responsible to interpret financial statements
- I am able to archive and set budgets and achieve budget parameters
- I have knowledge of Debtors and Creditors management
- I am currently timeous with regards to billing and collection of revenue
- I am responsible for planning a smooth operation of all the operations within Landscaping Umhlanga and Riverhorse Valley
- I currently manage all the KPI's for employees within my team
- I am responsible for managing all the assets within the scope
- I am responsible for increasing sales volumes and leads
- I have excellent leadership skills, I am capable of inspiring top tier performance, coaching and mentoring fellow employees
- I assist in resolving wage issues as and when they arise before they escalate.
- I am currently responsible for visiting all client representatives monthly
- I am responsible for submitting all site audits on a monthly basis