



SAMANTHA VENTER

BRANCH MANAGER

CONTACT

☎ 072 601 6998

✉ samventer14@gmail.com

📍 Lynnwood

EDUCATION

Grade 10- 2003
HIGH SCHOOL HANS
STRIJDOM

SKILLS

- Teamwork
- Management
- Leadership
- Effective Communication

LANGUAGES

- English (Fluent)
- Afrikaans (Fluent)

WORK EXPERIENCE

Sign and Seal Construction

MARCH 2009- MAY 2010

Admin/ P.A./ Secretary

- Debtors/ Creditors
- Monthly Budgets
- Month end Payments
- Quotations
- Invoicing
- Follow up on material, sub-contractors, etc.

Challenger Trailers

MAY 2011- MAY 2018

Debtors Clerk

- Reconciliations
- Invoicing
- Quotation
- Introducing trailers on e-Natis
- Basic Admin
- Orders

Grid Electronics

JANUARY 2021- FEBRUARY 2022

Receptionist and Social Media Marketing

- Advertising of products
- Managing social media accounts
- Basic admin
- Telephone answering
- Directing calls

Quick Lane Blue Hills

FEBRUARY 2022- CURRENT

Branch Manager

- Marketing
- Sales advisor
- Invoicing
- Quotations
- Managing staff
- Bank reconciliations
- Stock control
- Orders

REFERENCE

Charmaine van Greunen

Challenger Trailers

Phone: 072 408 2865

Lucia Mbatsana

Grid Electronics/ Quick Lane

Phone: 078 529 3501

Telephone: 011 315 8277