

# Curriculum Vitae of Tilly van der Merwe

## PERSONAL PARTICULARS

Name	Mathilda J van der Merwe	Languages	Afrikaans and English
ID Number	540522 0050 08 8	Contact Details	Mobile: 082 520 6574
Marital Status	Widow	License Code	EB
Residence	De Tijger, Estate. Parow.	Nationality	South African
Transport	Own Transport	Notice period	immediately available
E-mail address	<a href="mailto:tillym@telkomsa.net">tillym@telkomsa.net</a>	Current Salary	R 20 000Negotiable.

## REFERENCES

Name: Martie Greeff	Name: Andre Englebrect
Designation: HR Manager	Designation: Sales Manager
Company: Rand Building Hydraulics	Company: Real Landscapes
Mobile: 082 976 4096	Mobile: 082 822 8982

## SECONDARY EDUCATION

**Qualification** : **Grade 12**  
Institution : Etosha High School  
Year Obtained : 1973  
Subjects Passed : Afrikaans, English, Geography, History, Acc. & Typing

## COMPUTER KNOWLEDGE

- MS Word, MS Excel, MS Outlook, MS Internet Explorer, CRT / Word, Lotus 123,
- Various in-house programmes, ACCPAC, PowerPoint.

## COURSES & TRAINING PROGRAMMES

- Effective Management Association (Pty) Ltd
- U Sales Course - APSO

## EMPLOYMENT HISTORY

**Company** : **Marina Landscaping – Green Industry**  
**Position held** : Key Accounts Manager Maintenance Division  
**Period** : June 2008 to November 2008  
**Reason for wanting to leave** : Position made redundant

### **Primary Functions**

- Marketing, quoting and sales for the Maintenance Division.
- Management, Co-ordination and Client Liaison of Maintenance Contracts.
- All administrative and communicative duties related to the above.
- Management of Maintenance Division Budgets.
- Co-ordination of other managers in the Maintenance Division.
- Maintaining current business through relationship building
- Relationship management of existing customer base and relationships with Business Unit Managers
- Meeting with and arranging strategic intent with Business Unit Managers and their subordinates
- Cold calling
- Assessment of suitability of potential clients.
- Follow up on leads to the point of a quotation/contract.
- Arranging meetings with prospective clients
- Researching competitors activities and methodologies
- Compiling and maintenance of a database
- Identification of needs for various markets and compiling marketing material
- Attending and responding to client queries
- Achieving sales targets
- Sourcing
- Surveying
- Strategic filtering
- Costing
- Quotations
- Signing up of relevant contracts

- Generating of sales plans and schedules
- Generating monthly sales summary reports

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**Company** : **Real Landscapes**  
 Position held : Sales & Marketing Executive  
 Period : July 2005 to May 2008  
 Reason for leaving : MLS offered me the KAM position

**Primary Functions**

- More or less the same as above (Marina Landscaping.)

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**Company** : **Professional Assignments Group (PAG)  
Cape Town and Johannesburg**  
 Position held : Senior Recruitment Consultant  
 Period : July 1999 to June 2005  
 Reason for leaving : Relocated to Gauteng

**Primary functions**

- Cold calling, marketing, telesales and networking
- Calling companies to enquire of any vacancies and to establish a business relationship
- Setting up of appointments to introduce the company, deliver company profiles, discuss services offered, and obtain all necessary information of the potential client company e.g. staff compliment, turnover, company culture, etc.
- Forwarding assistance letters to companies in response to employment advertisements placed in newspapers directly by various companies
- Networking with other recruitment companies where SLA's are in place
- Processing job orders /job specifications
- Researching positions when a new job order/job spec is received to be au fait with the job content and requirements
- Conducting a database search to source suitable candidates
- Compiling advertisements for print media if no suitable candidates are found on the company database
- Screening CV's as per applications for positions
- Short listing of suitable candidates for interviews
- Setting up of interviews with short listed candidates
- Prepare for interviews by having full knowledge of CV content
- Preparation of questions suitable for the position and industry
- Conduct face-to-face and telephonic interviews
- Do necessary checks on applicants / candidates, as requested by the client, i.e. ITC, criminal, qualifications and employment reference checks
- Forward short listed, reference checked CV's to clients who review and advise whom they wish to interview
- Co-ordinate offers of employment between the client and the candidate
- Sending out of regret letters to unsuccessful candidates
- Generating daily and weekly status reports
- Compiling company presentations

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**Company** : **Rand Bright Steels (Pty) Ltd  
Technical Sales Support for Special Steels**  
 Position held : External Sales Representative  
 Period : August 1997 to June 1999  
 Reason for leaving : Resigned – better remuneration

**Primary functions**

- Servicing existing client base
- Cold calling, telesales and sourcing of new clients
- Follow up on orders placed, monitor status until delivery to clients
- Extensive client liaison
- Collection of cheques
- After sales support – follow up with clients to obtain feedback

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**Company : Caxton Newspapers : Sales Consltant**