

# **CURRICULUM VITAE**

**Fiona A Aufmkolk**

**Presented by**



## **PERSONAL DETAIL**

DRIVER'S LICENCE: Code 08  
HOME LANGUAGE: English  
CITIZENSHIP: British/South African

## **POSTAL ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS**

P O Box 790, Cell: 082 570 0880  
Heidelberg, Gauteng, E-mail: auffiesinc@yahoo.com  
1438.  
Currently resident in Northern Suburbs of Johannesburg

## **EDUCATION & TRAINING**

LAST SCHOOL ATTENDED: Bramhall High School, England  
HIGHEST STANDARD PASSED: O'Level

## **PC EXPERIENCE**

Quattro Pro  
Word Perfect  
Accyss Payroll  
Windows  
Microsoft Word & Excel  
Vista  
Web Page Design  
BaaN  
Syspro

## **CAREER HISTORY**

NAME OF NEW COMPANY: Global Wheel Zambia Ltd (Work permit still valid)  
(New business venture expanding in to Zambia)  
NATURE OF BUSINESS: Selling of Steel Wheels for Mining and Agricultural Industry  
LAST POSITION HELD: Marketing/Administrative Co-Ordinator  
PERIOD OF EMPLOYMENT: December 2009 - May 2010  
JOB DESCRIPTION & DUTIES: Setting up and administration of the new business  
Train new employees into the company  
Obtain utility contracts  
Petty cash  
Trouble shooting  
Invoicing  
Purchasing of stock  
Receiving of stock  
Handling major client accounts  
Desptach and transport control  
Travel and function arrangements

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NAME OF COMPANY: GuestrOtr Wheel Engineering (Pty) Ltd  
NEW NAME OF COMPANY: Global Wheel (Pty) Ltd  
NATURE OF BUSINESS: Manufacture of Steel Wheels for Mining and Agricultural Industry  
LAST POSITION HELD: Marketing Co-Ordinator  
PERIOD OF EMPLOYMENT: November 2001 - November 2009  
JOB DESCRIPTION & DUTIES: Maintain utility contracts  
Petty cash  
Trouble shooting  
Invoicing  
Purchasing of stock  
Receiving of stock  
Handling major client accounts  
Desptach and transport control  
Travel and function arrangements

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NAME OF COMPANY: Various  
PERIOD OF EMPLOYMENT: January 1999 to June 2001  
JOB DESCRIPTION & DUTIES: Temping

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NAME OF COMPANY: Henred Fruehauf Trailers (Pty) Ltd (Group Services)  
NATURE OF BUSINESS: Transport and Manufacturing of Heavy Trailers  
LAST POSITION HELD: Group Services Secretary  
PERIOD OF EMPLOYMENT: June 1995 to October 1998  
JOB DESCRIPTION & DUTIES: PA to General Manager  
PA to Group Accountant –  
admin. functions, typing of confidential correspondence  
Liaison between all divisions and depots throughout South Africa and  
Namibia  
Client Liaison  
Stationery ordering & control  
General office administration  
Management of the staff entertainment centre, stock control,  
ordering, accounts  
REASON FOR LEAVING: Division disbanded, retrenched

NAME OF COMPANY: Technical Services, Heidelberg  
NATURE OF BUSINESS: Precision Engineering  
LAST POSITION HELD: Office Administrator  
PERIOD OF EMPLOYMENT: February 1989 to May 1995  
JOB DESCRIPTION & DUTIES: Management of offices  
Wages  
Client liaison and taking of orders  
Trouble shooting  
Invoicing

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Expediting orders  
Administration & correspondence  
Petty cash

REASON FOR LEAVING: Company relocated to the Cape

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NAME OF COMPANY: Imperial Car Rental  
NATURE OF BUSINESS: Car Rental  
LAST POSITION HELD: Central Reservations Supervisor  
PERIOD OF EMPLOYMENT: October 1984 - October 1988  
JOB DESCRIPTION & DUTIES: Management of central reservations head office  
Responsible for reservations clerks  
Customer service  
Client liaison  
Trouble shooting  
Corporate client accounts  
Liaison with drivers to ensure timeous vehicle deliveries

REASON FOR LEAVING: Relocated to Heidelberg

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NAME OF COMPANY: JEL Energy Conservation PLC (England)  
NATURE OF BUSINESS: Solar Power and Manufacture of Industrial Heating Equipment  
LAST POSITION HELD: Contracts Secretary  
PERIOD OF EMPLOYMENT: July 1980 to August 1984  
JOB DESCRIPTION & DUTIES: Typing and layout of contracts  
General secretarial work  
Assistance with reception as required

REASON FOR LEAVING: Moved to South Africa

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REFERENCES:

Mr. Chris Biddle (Global Wheel)  
082 821 8695

Mrs. Susan Bibbey (formerly - Henred Fruehauf Trailers)  
082 823 2383

Mr. Arthur Pentz (formerly - Henred Fruehauf Trailers)  
011 802 4890