

Curriculum Vitae: Ray Delene Beard

Nationality	South African
Education	<p>National Management Level 3 Certificate (2010) Proserve – Inhouse</p> <p>Wang Elementary Word Processing Diploma – (1987) Boston House – Cape Town</p> <p>Advanced Excel Course – Steroids Certificate Cool Wine - Inhouse</p> <p>Basic Wine Course Certificate Wine Academy</p>
Languages	English (fluent), Afrikaans (fluent)
Employment record	
June 2018 - current	Administrative Assistant OneWorld Sustainable Investments
2007-2017	Chain Store Manager / Exports Controller Cool Wines (Pty) Ltd
2003-2007	Admin Clerk Rizzo Sales
2001-2002	Front Line Reception / Cashier J's Welding
1995 – 2001	Data Capturer Barker Footwear
1991-1993	Manager / Waiter Kebab Shop
Relevant professional experience	
June 2018 - current	<p>OneWorld Sustainable Investments</p> <p>PA to Director; Administrative Assistant</p> <p>PA to Director and responsible for general administration, manage leave schedule for all employees, travel arrangements, supplier invoice reports, petty cash, Forex petty cash, reception, financial record keeping and filing.</p>
2007-2017	<p>Cool Wines (Pty) Ltd, Cape Town</p> <p>Chain Store Manager / Exports Controller</p> <p>Responsibilities included data capturing, customer liaison, general queries, invoicing, performance reports, sales reports, credit reports, manage EDI portal, manage a team of order expeditors, general admin. Computer experience: XP Windows, Excel, Pastel Evolution, NAV Vision, Word & email.</p>
2003-2007	<p>Rizzo Sales, Cape Town</p> <p>PA to Director & Admin Clerk</p> <p>Responsibilities included: data capturing, customer liaison, compiling catalogues, taking photos of samples, general admin. Computer Experience: XP Windows, Excel, Pastel Evolution, Word & email.</p>
2001-2002	J's Welding, Cape Town



Front Line Reception / Cashier

Responsibilities included customer liaison, sales, data capturing, debtors, filing and general admin.

1995-2001 [Barker Footwear, Cape Town](#)

Data Capturer

Responsibilities: data capturing, order taking, planning, job card preparation

1991-1993 [Kebab Shop](#)

Manager / Waiter

Responsibilities included bookkeeping, banking, buying, meal preparation, customer service.

