

SARVISHEN REDDY

CONTACT

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South Africa 1686

SKILLS

-  **Administrative Skills:**
 - Proficient in various administrative tasks, ensuring smooth and efficient operations.
-  **Experience with Accounting Systems:**
 - Adept at utilizing SAP and Sage accounting systems for accurate financial management.
-  **Microsoft Office Proficiency:**
 - Possess entry/intermediate skills in Microsoft Excel and Microsoft Word for effective data management and documentation.
-  **Professional Integrity:**
 - Known for honesty, punctuality, and unwavering attention to detail in all tasks undertaken.
-  **Collaborative and Independent Work:**
 - Demonstrated ability to work seamlessly in both team-based and individual settings, contributing to successful project outcomes.

PROFILE

I'm Sarvishen Reddy, a 26-year-old with a Higher Certificate in Economics and Management Sciences from the University of South Africa (UNISA). My last role was at Siemens Healthineers, where I worked as a Trainee Project Administrator during a 12-month quality work experience program with the Youth Employment Services. In this role, I honed my skills in meticulous attention to detail, consistently meeting deadlines, and utilizing entry/intermediate proficiency in Microsoft Excel and Word. I bring hands-on experience with Sage accounting system and SAP, contributing to a well-rounded skill set in financial management and project administration. A dedicated learner, I actively seek opportunities for professional development and regularly solicit feedback to continually enhance my capabilities. I am enthusiastic about contributing my skills and knowledge to drive success in future endeavors.

WORK EXPERIENCE

Siemens Healthineers, Midrand Johannesburg Trainee Project administrator

(This is part of a 12-month quality work experience with the Youth Employment Services which i have completed)

April 2021- April 2022

Process purchase requisitions and goods receipts, send out purchase orders to suppliers, create handover reports for projects, process credit notes, track delivery of local and international materials, send out items for delivery, communicate with suppliers and work with commercials and project managers.

Acts Business Incubation Program, Glen Austin Johannesburg Sales

June 2020 - September 2020

Processing sales quotes, dispatching and managing customer base

MICA, Midrand Johannesburg Casual Work

February 2018 - March 2018

Assisting customers

Automotive Consultants, Kuils River Cape Town Entry level Adminstrator

March 2016 - July 2017

Invoicing

EDUCATION

 **TEFL UNIVERSAL**
2023
120 Hour Advanced TEFL Certificate

 **University of South Africa**
2017-2018
Higher Certificate in Economics and
Mangement sciences

 **Bosmansdam High School**
2011-2015
Matric:
English, Afrikaans, Life orientation,
Mathematics, Accounting, Economics
and Business studies

REFERENCES

**Kaycee Chetty (Manager and commercial at
Siemens Healthineers)**
- 073 225 1555

**Samantha Goolam (Administrator at the Acts
Business Incubation Program)**
- 072 071 6782