Curriculum Vitae

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| MARIE-ANNA (ANSIE) VAN REENEN  PERSONAL DETAILS |

Surname : van Reenen

Name : Marie-Anna (Ansie)

Birth Date : 1977-10-10

Place of Birth : Walvis Bay

Gender : Female

Nationality : Namibian

Marital Status : Married

Linguistic capabilities : Afrikaans

English

Home language : Afrikaans

Health : Excellent

**PROFILE/CAREER OBJECTIVES**

I am an enthusiastic, goal orientated individual with excellent written, interpersonal and communication skills, as well as best in achieving results that exceeds a person’s expectations. Over and above that, I am self-reliant, dependable and innovative.

I have strived to gain experience in every aspect of a business to enhance myself and to gain a thorough knowledge of business and strategies. I have fulfilled management, operational, personal assistant and administrator functions. I consider discipline and consistency a key factor. Being pro-active with an attitude that every problem has a solution, has proven to be one of my many attributes.

I am currently studying towards my M-degree in Pastoral Care and Crisis intervention

**SCHOOLING**

Last school attended : Brits High school

Highest standard passed : Matric

Subjects passed : Afrikaans HG

: English HG

: Business Economics HG

: Geography HG

: History HG

: Biology HG

**TERTIARY EDUCATION**

North West University : Christelike Berading en Versorging

Year one – Distinction passed (Accredited Certificate)

Year Two – Current

**WORKING EXPERIENCE**

From: 01 June 2016 – Current FLM Fruit & Vegetables Namibia (Fruit & veg City)

Position National Human Resource Manager

Duties

In my capacity as Human Resource Manager I am responsible for the

* Mediation of all disciplinary sanctions between staff and management.
* Maintenance of staff records, compliments and budgets.
* Record keeping, reporting and reconciling all payrolls, medical aid, MTC and financial assistance accounts, maintaining and adhering to the Affirmative Action requirements, chairing disciplinary hearings, maintaining union relations and assuring all adhere to bargaining contract and labor law, monthly balance score card, costing of all shops wages and salaries per department, grading, all employee counseling, uniform and Human Resource budget.
* Drafting contract & addendums.
* I assure all staff meets our standards and adhere to our policies and procedures and have a responsibility with regards to productivity, organograms, budget.
* Overall coaching, training, developing.
* I am responsible for all in store and external training and training related processes.
* Needs to assure that all company related legislative procedures, programs and principles are implemented and maintained
* I have liaised and rolled out the Goodness Gang loyalty initiative and Thomas Vio Knife loyalty initiative, in Namibia and set up, structured and rolled out the loyalty combo initiative for Namibia.
* Implemented new management structure and departmental structure, (DILO) for all stores. Writing the power point training, giving the training and currently evaluating the ongoing process implementation, goal achievements, problem solving.
* Daily involved in operations, implementing procedures, evaluating processes and problem solving strategies.
* I have managed the retrenchment process, negotiations and procedures for Brauhaus Fruit & Veg City
* I have managed the planning, organogram, interview, training, budget of HR for all new employees for Food Lovers Market Namibia - Wernhil

I interact with customers, Head office, labor consultants, Union, HR National, payroll department, Managers, Regional Manager, and advice and motivate staff Managers, Regional Managers.

From: 01 March 2013 – 31 May 2016 Western Province Caterers

Namibia Contract Caterers

Position: Training and Recruitment officer

Evaluation officer

Promoted – Operations Manager Namibia South

Duties

I In my capacity as Trainer/recruitment and developments officer at Western Province Caterers I was responsible for recruiting and developing people creating job opportunity for those without skill set, building Adhoc staff pool and placing these on sites creating permanent positions for them. I developed Management Training module and was responsible of implementing the module with all existing modules for over 180 units within the Western Cape, Free State and Namibia.

15 August I was relocated to Namibia to open a new Unit in Walvis Bay and overseeing existing units as Operation Manager Namibia South. I was responsible for the daily operations, financial planning all Human resource related functions, stock and client relations. I was responsible for all units achieving sales targets, GP and passing HACCAP audits.

From 01/02/2010 – 28/02/2013: Platinum Hospitality – Westin Cape Town Hotel (\*\*\*\*\*)

Site Manager (Food & Beverage)

200 plus staff

From 15/04/2009 – 15/12/2009: Hans Merensky Hotel, Spa & Golf Resort (\*\*\*\*)

Food & Beverage Duty Manager

Promoted Assistant Food & Beverage Manager

References

Institute: Herco Marketing Institute : Namibia Contract Caterers

Director :Christiaan Gellert Director : Ian McKay

Ph :+264 81 124 9129 Ph : +27 21 424 9034

Namibian Fresh Produce Market FLM Food Lovers Market

GM : Leon Nel Operations Manager: Mynhardt van den Berg

Ph : +264 61 337 150 PH : +264 81 140 2846