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Name: Tracey Catherine Smith

Nationality: South African

Gender: Female

Location: Alberton

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Email: traceycatherinesmith2020@gmail.com

Criminal Record: None

**WORK EXPERIENCE**:

**EUROPGOLD: Rosebank**: April 2024 – May 2025

Position : Stock Auditor/Controller

Job Description : Stock Controller (International Jewellery Import/export)

: Receive invoices (Italy, Istanbul, China, Korea, Vietnam, Hong Kong,

 Las Vegas, Vienna, Bangkok-Thailand, etc

: Process information onto excel spreadsheets – very detailed.

 Accuracy essential, attention to detail.

: Enter allocation of stock to Jewellery Groups, on separate

 sheets

: Receiving of stock

: Physically count all the stock that arrives

: Allocate stock physically to all the groups and hand over for

 packing and shipping

: Back up stock to be tallied with current stock and locked

 in the vault

: Stock spot checked weekly to tally with Sage

**Reason for leaving:**

 Retrenched due to the tariffs on export to the U.S.A.

**Quality Tube Services** : **June 2021** – (Contract ended **15 Dec 2022**)

Position : Personal Assistant to Project Manager/Sales Admin Support

Job Description : Assisting projects & Sales

Study : Sage Accounting

Reason for leaving : Contract expired

**Tubular Holdings (Pty) Ltd** : **August 2008 – December 2020**

Position : Snr P.A. to CEO, Chairman & MD.

Job Description : Various – Details on request

Reason for Leaving : Business Rescue

**Combined Marketing Services** : **April 2006 – August 2008**

**FMCG Company**

Position : P.A. to Sales Director

Job Description : Various – Details on Request

Reason for Leaving : Head Hunted & Greater Opportunities

**Quality Vacation Club** : **Jan 2003 – March 2006**

Position : Various on request - ending up as P.A. to CEO

Job Description : P.A. to CEO. Worked from the bottom up in 3 years.

Reason for Leaving : Relocation to the South

**TRAINING/STUDIES**:

**Bank**: Banking exams

**QVC**: Client relations, Reservations, Debt Collection, Admin, reception, and personal assistant

**CMS**: On the job training. Fast moving consumer goods.

**Tubular**: P.A. course and basic assisting, Microsoft. 13 years assisting the executives.

**Personal Training**: Forensic Psychology, Criminal Psychology, Behavioural Psychology.

**Previous Sage training:** Quotes, Purchases Orders, Invoicing, Credit Notes, emailing clients invoices etc. Was unable to study the administrator portion of the exams. Palladium – all aspects

**Europgold**: Sage, stock control, excel, excel live sheets

**Current**: Bookkeeping

**INTERESTS/HOBBIES**:

**Acting**: Was a member of a Casting Agency. Adverts and the Animal Planet series.

Music, movies, Arts & crafts, mosaicking, macrame, painting, animal rights activist.

Personal studies: (Psychology) (Behavioural Science), Forensic Psychology, Sage accounting, continual studies & self-improvement.