

CURRICULUM VITAE – INGRID RIEMEYER

PERSONAL DETAILS

ADDRESS Claremont, Cape Town TELEPHONE 083 346 4567
EMAIL ingridriemeyer@gmail.com LANGUAGE English, Afrikaans and basic German

QUALIFICATIONS

2012 BComm (Management) (UNISA) 2007 Supervisory & Leadership Skills
1990 Effective communication 1988 Executive Secretarial Diploma (1 Year)
1987 Grade 12 with full exemption

PROFESSIONAL SUMMARY

I am a seasoned operations and financial manager with many years' experience applying planning and problem-solving abilities towards enhancing day-to-day activities.

With a talent for spotting areas in need of improvement, I am able to implement the changes required to improve productivity. I have excellent cash flow planning abilities as I currently work for a company with a 9-month cash cycle. I am detailed orientated with excellent organisational and communication skills which enable me to handle multiple tasks simultaneously with a high degree of accuracy. Having over 15 years' experience in perishable FMCG has provided me with the skills to work independently and react swiftly to changing conditions. My operations management experience enables me to bring insight into a financial management role.

SKILLS

Financial management	Bookkeeping	Statutory returns
HR	Payroll	Cashflow
Management accounts	Budgets	Operations management
Logistics	Administrative management	Supplier reconciliations
Debt collection	Key account manager	Costings
Specifications	New product development	FMCG
Property management	Audits	Problem solving
First aid	Staff management,	Strategic planning
Policies and procedures	KPI's	Negotiation
Business planning	Improvement initiatives	Problem solving
Effective communication	Coaching & mentoring	Efficient & organised

WORK HISTORY

MAR 2010 - current

FLORA JUBILEE GROUP (3 COMPANIES)

INDUSTRY **Horticulture:** Grower and distributor of fresh-cut flowers and succulents to local and international customers including the local retail industry (perishable FMCG).

POSITION Financial Manager & Woolworths Key Account Manager

DUTIES Bookkeeping up to balance sheet, budgets, cashflow, payroll, supplier recons, debt collection, year end procedures, statutory returns, management accounts, liaising with auditors.

DUTIES Liaising with WW Horti team, new product development, procurement, costings, specs, increased sales, up to date with market trends

STAFF REPORTING Assistant, succulent division supervisor

ACHIEVEMENTS Increased WW sales by 25%, Set up of Cape Town branch, Cape Green Expo: Annual award for plant stand for 5 years, expanded potted succulent division.

MAY 2007 - JAN 2010 INTABA FLOWERS (PTY) LTD

INDUSTRY Horticulture: Supply of Fresh cut flowers (perishable FMCG) to the local and international retail industry (Woolworths locally & Tesco's internationally)

POSITION Operations Manager & Woolworths Account Manager

DUTIES Production management, staff productivity, supply chain management, logistics, quality control, health & safety, process flows, procurement, stock control.

DUTIES Full management of the Woolworths account.
Costings, specifications, new product development, liaising with WW Horti team

STAFF REPORTING Assistant, factory supervisor, driver, factory staff

ACHIEVEMENTS Designed new purchasing system, 25% YOY turnover increase, BEE level 1 rating, ethical audits.

MAY 2006 – APR 2007 PERMANENT TRUST MANAGEMENT (Cape Town)

INDUSTRY Property Management

POSITION Sectional Title bookkeeper for 60 bodies corporate

FEB 2002 – APR 2006 VAL LUDGROVE REAL ESTATE (Plettenberg Bay)

INDUSTRY Property Management

POSITION Rental Portfolio Manager & Financial Manager

DUTIES Management of 200 long-term rental and holiday homes.

NOV 1999 – JAN 2002 PHOENIX PRINT & PROMOTIONS (Johannesburg)

INDUSTRY Screen & Litho printing

POSITION Operations Manager & Financial Manager

DUTIES: Bookkeeping and financial management up to balance sheet. Liaising with clients, Liaising with suppliers, quotations, assisting Production Manager with any factory issues, logistics, ordering, price negotiations, stock control.

SEPT 1998 – OCT 1999 AFRICAPE DRY FLOWERS (Cape Town & England)

INDUSTRY Dried flower exporters

POSITION Office manager & Bookkeeper

MAR 1993 – AUG 1998 BASSIN' DISTRIBUTORS (Cape Town)

INDUSTRY Import, distribution & retail (sports equipment)

POSITION Office manager & Financial Manager

JUL 1989 – FEB 1993 PROPLIFE (Cape Town)

INDUSTRY Property management, low-cost housing sales and construction

POSITION Property Administration Manager & Bookkeeper

DEC 1988 – JUNE 1989 DE CRUZ DESIGNS (Cape Town)

INDUSTRY Property (architects)

POSITION Personal assistant and Bookkeeper

COMPUTER PROGRAMS

Microsoft Office, Sage Online, SARS e-filing, Pastel, Brilliant Accounting, iQ Elite, Property Manager, MDA Property Manager.

COMMUNITY INVOLVEMENT

2012: Treasure: Harfield Village Association

2013: Treasurer: Harfield Village Association, Harfield Carnival Organiser,
Treasurer: Friends of Harfield Parks

2014: Treasurer: Harfield Village Association, Harfield Carnival Organiser,
Chairperson: Friends of Harfield Parks, Treasurer: Har-Lyn Neighbourhood Watch.

2015: Treasurer: Friends of Harfield Parks. Design of FOHP Plant stall at the Harfield Carnival

2016: Chairperson: Friends of Harfield Parks

2017: Treasurer: Friends of Harfield Parks

2019: SANCCOB Volunteer. Design of FOHP Plant stall at the Harfield Carnival.

2022: Fundraising for a local TNR charity.

HOBBIES

Hiking, gardening, arts & crafts.