

CURRICULUM VITAE OF MR JOHAN MULLER

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Professional Profile

A diversified and experienced Management Professional. Developed a strong ability to envision highly profitable prospects and following through with practical input. Possesses an across-the-board proficiency in the following environments; General/Operations Management | New Business Development | Staff Management | Procurement | Finance & Administration Management. Consistently developed a strong competency to create a solution driven environment within the best interest of a company.

Career Highlights:

*Tutin (Pty Ltd), **Director** [2018 to current]:*

Self employed senior bookkeeper

*Heunis Steel (Pty Ltd), **Financial Manager** [2015 to 2017]:*

*Heunis Steel (Pty Ltd), **Operations Manager** [1993 to 2015]:*

- ♦ Joined Grandfather's business [Barak Products (Pty) Ltd] during 1993 and together transformed the business to an undisputed market leader.
- ♦ Sold the business to Heunis Steel in 2009 and subsequently integrated the business into its current success.

Areas of Expertise:

- ♦ Planning and organising implementation systems and procedures.
- ♦ Adhere to effective labour relations; Disciplinary Hearings up to CCMA Arbitrations.
- ♦ Execution of accounting activities up Trial Balance.
- ♦ Effective business management acumen in all levels.
- ♦ Comprehension of all business laws.
- ♦ Staff management, guidance and motivation.
- ♦ Set high goals and also achieve them.
- ♦ Solution enthused problem solving experience.
- ♦ Achieving budgets and goals and ensuring effective budgeting and costing.
- ♦ Continuous improvement operations.
- ♦ Computer proficiency; Business Computer Systems | Pastel Partner & Evolution | Microsoft Access | Excel.
- ♦ Programming in Clarion & Visual Basic.
- ♦ Creation of an accounting system with Clarion.

General Management:

- ♦ Establishing appropriate organisational structures.
- ♦ Ensuring proper systems are in place; monitoring performances against plans and budgets.
- ♦ Implement effective control systems; covering non-financial and financial controls.

- ♦ Assuring that performance operating objectives and standards are understood.
- ♦ Perform corrective action, informing the organisation of any significant changes.
- ♦ Comply with legal and regulatory requirements and best practise, ensuring standards of conduct are established and complied with.
- ♦ Correct application of strategic business perspectives and the development of organisational capability.

Leadership:

- ♦ Steer organisational leadership and business management.
- ♦ Strong ability to manage teams in highly demanding circumstances.
- ♦ Bringing out the best in others by demonstrating a personal leadership.
- ♦ Setting of direction and building an intellectual alignment.

Financial Viability:

- ♦ Approve budgets and monitor financial performances against the budget and the agreed indicators.
- ♦ Guarantee that a wide variety of policies are in place; asset protection, insurance, procurement, leases, borrowing and signing authority.
- ♦ Generate cost reduction initiatives as a result of cost effective management, successfully achieving reduced costs and revenue growth.
- ♦ Authorisation of expenditures and monitoring of expenses on a regular basis.
- ♦ Analysis of financials and strong knowledge of the Financial Sector as well as policies and procedures.
- ♦ Gross Profit and Net Income Analysis.
- ♦ Monthly, quarterly and yearly financial report preparation together with statutory reports, budgets, forecasts and financial statements.
- ♦ Credit control procedure, development and implementation of enhancement reviews.

Administration Management:

- ♦ Evaluation of documents and provision of information on the logistic status.
- ♦ Prompt recognition of possible deviations, identification of causes and problems, as well as effective resolution thereof.
- ♦ Maintain contact with suppliers, management, logistics team and external bodies.
- ♦ Ensure that adequate processes are implemented; develop proactive procedures to increase productivity.
- ♦ Organise and manage the acceptance of deliverables, milestones and the overall expectation of service delivery.
- ♦ Ensuring that appropriate authorizations and documentation are obtained.
- ♦ Design of company's administrative systems to ensure maximum effectiveness; keeping abreast of system enhancements/potentials and recommends changes.

Career Summary

Current Employment

Name of firm	Heunis Steel (Pty Ltd)
Designation	Financial Manager [2015 to Date]
Former	Heunis Steel (Pty Ltd)
Designation	Operations Manager [2009 to 2015]
Former sale	Barak Products (Pty) Ltd [1993 to 2009]
Period of work	1993 to Date

Key Roles & Accountabilities:

- ♦ Full Financial Management function
- ♦ Ultimately responsible for providing a wide range of business operations, pertaining to production, maintenance, stock control, staff co-ordination, costing, budgeting, procurement, distribution and security.
- ♦ Proficiently prepare and implement the group's operational strategies; strategic planning, sales growth, company profitability, as well as financial, people and risk management.
- ♦ Accountable for new business development activities and the production of new business opportunities.

Employment History

Name of firm Barak Products (Pty) Ltd
Designation **Managing Director**
Period of work January 1993 to August 2009

Key Roles & Accountabilities:

- ♦ Played an instrumental role in conducting various activities in order to adhere to absolute business profitability; labour relations, accounting, sales and marketing, production, procurement, maintenance, research and development, as well as costing and budgeting activities.

Name of firm Administrasie Volksraad
Designation **Salary Clerk**
Period of work October 1991 to December 1992

Key Roles & Accountabilities:

- ♦ Was responsible for the calculation of back pay and also managed, as well as contributed to deductions.
- ♦ Preparation of various documents using the Persal system, whilst checking all work of subordinates.

Name of firm Administrasie Volksraad
Designation **Personnel Clerk**
Period of work Aug 1989 to Sep 1991

Key Roles & Accountabilities:

- ♦ Was in control of evaluating all appointment documentation and preparing appointment letters.
- ♦ Administered all personnel administration queries.

Education Details

Senior Certificate / Matric; Hoërskool Hercules, 1988
ICB Senior Book Keeper Certificate NQF L4

Personal Details

Date of birth, Nationality	11 September 1970, South African
Languages	English Afrikaans
Driver's license	Code 8
Marital status	Married
Availability	1 Months Notice

All references and certificates presented upon request.