



BARBARA VICTOR

PROFILE

I spent over a decade honing my skills at Evco Steel. I am passionate about business development from ground up, a firm understanding of accounting & cost estimation, attention to detail, hardworking, dedicated to produce sustainable results in any environment. I love people and life.

Full NZ Driver's License
Address: Raglan, Waikato District, NZ

CONTACT INFO

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WORK EXPERIENCE

Evco Steel (PTY) Ltd – General Manager (www.evcosteel.co.za) South Africa

June 2023 – March 2025

Negotiated industrial and residential contracts, customer satisfaction, complaints resolution and company regulation adherence.
Managed costings department, draughting, procurement, accounting and logistics ensuring profitability and a consistent rise in turnover.
Led a 35+ employee team, oversaw manufacturing and installations.
Optimized production, implemented quality control standards reducing both expenses and waste consistently.
Maintained 100% OSHA compliance.
Machinery, CNC, Tools and Equipment maintenance.
Weekly updates to director, cashflow, revenue and expenditure reports.
Accounting program – **Xero**

Evco Steel (PTY) Ltd – Cost Estimator/ Administration

August 2015 – May 2023

Read and Interpret Engineers & Architects drawings
Cost Estimation – QS, Submit BOQ (Bill of Quantities), Quotes, Invoices
Contractors Payment certificate submissions
Customer liaison, Sales
Procurement – Buyer
Bank reconciliation - Debtors and Creditors (**Sage Online Accounting**)
Payroll 18+ Staff – **Sage Payroll**
HR Duties – Staff Contracts, Hiring Staff, Hearings, Issuing of warnings, Staff Disputes

Fosters Freight cc

September 2013 – July 2015
Junior Bookkeeper – **Pastel**
All administrative/office duties
Logistics co-ordinator
Petty Cash – Fuel and Toll reconciling

Dr Catherine Knight (Health Haven)

2011 - 2013
Junior Bookkeeper – **Pastel**
Invoicing – POS
PA to Doctor / Administration

EDUCATION

Kinesiology Centre of Kwa Zulu Natal

2010 – 2011
Kinesiologist and Neuro-Trainer