

Cover letter to the CV of Mr. C.N. Roodt - December 2016

Thank you for the opportunity of submitting my curriculum vitae. This document hopes to give you a succinct picture into my life and my progress to the end of November 2016. Although I am in a very rewarding position there are still many talents that I wish to develop and I believe that I can add value as part of your market offering.

I see myself as a leader and my hope is to see the *potential* energy unleashed from my subordinates so that the group can benefit. I have implemented a succession plan for myself at Container World whereby I employed a financial manager in December 2014 to take a lead in the economic and finance heart of the business. I also have a very well qualified and capable human resources specialist that I believe will maintain the service levels of the division.

I am looking into the potential of following a more strategic and specialized role in Human Resources at board level within your organization.

[Life at home]

Name: Craig Neil Roodt
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Address: 2 Ashwin Avenue, Westville, Durban, South Africa
Marital Status: Married
Driver's license: Code EB
Nationality: South African
Mobile Number: 083 626 1177

[Life at school]

Degree conferred: Bachelor of Science (BSc.)
Date conferred: 2000
Discipline: Economics & Computer Science
Merit achievement: Conferred Cum Laude in major subjects

[Further achievements in education]

1. Completed Bachelor of Commerce (NQF level 5 & 6) subjects at Unisa to fill the commercial education gaps that my B.Sc. has. This was completed between 2012 and 2013.
2. Registered member of the South African Institute of Taxation (First registration 2014 to current).
3. Registered member of the South African Board for People Practices (First registration in 2015 to current).

[Life at Work]

[Container World (Pty) Ltd]

Position: Finance Clerk (10 months), Financial Manager (5.5 years), Financial Director (3.5 years)

Period: 2nd January 2007 to present

Role: My mandate as financial director is 3 fold:

1. Finance

I am responsible for the accounting function as well as the economic planning for the group. The accounting function produces the monthly financial statements and management accounting packs for the relevant managers of the group. The finance function also interfaces with stakeholders of the bank, stakeholders from the auditors, SARS and Executive Committee members as well as trustees for the shareholders of the group. There are currently 10 staff members in this department.

2. Information Technology (IT)

I coordinate sub-contractors to provide IT services to the group. These services vary from inter-connectivity solutions to software applications that cater for the accounting system and the tracking of group container stock. I also manage the SQL Server (2014) and have personally written all the management reports in SQL Server Reporting Services.

3. Human Resources

For the period from December 2007 through to January 2013 I personally managed the human resources for the group. In that time, I drafted the policy documents for study grants, leave as well as the detail for the staff handbook which I published in 2010. I also set up and managed the VIP payroll system for the group. I dealt personally with the staff grievances as well as attended to disciplinary actions and CCMA cases. I have an influence on the setting of packages, staff employment and talent management. In February 2013, I employed a human resources specialist to manage the human resources function with my responsibility being one of oversight. I partner with 1 staff member in this department.

Responsibility: My department is one that is service and quality driven. I promote team work and personal growth as catalysts for value adding collectively. I value the influence of our multi-cultural environment in work life and have a department that reflects the demographics of the Durban region. It may not be 100% perfect but the aim is to be inclusive and forward thinking as we fulfill our corporate mandate.

[Delprop6 (Pty) Ltd]

Position: Finance Manager

Period: January 2007 to present

Role: Delprop6 is the property company that 'houses' all the Container World properties around the country (South Africa). The management of the properties relates to inter-company lease management, proper market related pricing of leases as well as managing 2 sub-leases on two of the properties. Total commercial property holding of R18 million.

[2Cana Software Solutions]

Position: Programmer (3.5 years), Team Lead (2.5 years)

Period: 2001 to 2006

Role: I joined 2Cana as a programmer in 2001. As part of their development team we designed, debugged and developed software predominantly for the then National Medical Plan. After working for 2Cana for 3 years as a developer I became the team lead for the outside countries software development team. Under my mandate as the team lead I had to deal with clients from Namibia, Botswana and Zimbabwe. I had to be a business analyst as well as software consultant and provide solutions for the clients based on their specific needs taking into account our technology ability. In the latter position I managed a team of 4 developers.

Reason for leaving: Opportunity to work in Finance at Container World.

Reference: Mr. Karl Wortmann (originally the business unit manager and now the country manager for the Australian division - his email address is karl.wortmann@2cana.co.za)