

CURRICULUM VITAE (CV)

GERT PETRUS JOHANNES ELOFF

PERSONAL INFORMATION:

SURNAME	ELOFF
INITIALS	GPJ
NAME	GERRIE
FIRST NAMES	GERT PETRUS JOHANNES
GENDER	MALE
RACE	WHITE
BIRTH DATE	1987/01/15
ID NR	8701155010080
MARRIAGE STATUS	NOT MARRIED
HOME ADDRESS	UNIT 37 SUMMER PLACE KLOOFENDAL 1724
WORK ADDRESS	160 MAIN STREET JOHANNESBURG 2001
CELL NR	076 543 5114
TEL AT WORK	011 350 3348
E-MAIL	Gpj.Eloff@absa.co.za Gerrie.Eloff@gmail.com
INTERESTS	SPORT AND OUTDOOR LIVING
HOBBIES	MUSIC, DIVING, BOW HUNTING, HORSE RIDING, FISHING
GENERAL	I SEE MYSELF AS A HONEST, HARD WORKER AND FAST LEARNER. I AM WILLING TO LEARN ANYTHING THAT COMES MY WAY. I AM WILLING TO GIVE MY AT MOST BEST.

EDUCATION:

TERTIARY GRADE 12

SCHOOL ATTEND FLORIDA HIGHSCHOOL

SUBJECTS AFRIKAANS, ENGLISH, WOODWORK, TECHNICAL DRAWING,
HOTEL & CATERING AND COMPUTER TYPING

COURSE: PRO-CHRISTO MINISTRIES-ZAMBIA
DISCIPLE COURSE FROM 11 MAY'06 UNTIL AUG'06 IN ZAMBIA

COURSE: 1ST YEAR BIBLE SCHOOL COURSE @ LITTLE FALLS CHRISTIAN
CENTRE

COURSE: ADVANCED FIRE FIGHTING COURSE @ ACTION TRAINING
ACADEMY

COURSE: HEALTH & SAFETY @ ACTION TRAINING ACADEMY

COURSE: SAP TRAINING COURSE
SAP R/3 REAL ESTATE FLEXIBLE ECC6
BW REPORTS

COURSE: BUSINESS MANAGEMENT COURSE SPECIALIZING IN:
PRINCIPLES OF ACCOUNTING, PROJECT MANAGEMENT, CREDIT
MANAGEMENT

COURSE: MICROSOFT EXCEL 2010 ESSENTIALS
MICROSOFT EXCEL 2010 ANALYSIS

- LETTER OF RECOMMENDATION
- CERTIFICATE FOR SHINING STAR RECOGNITION SCHEME SERVICE CLUSTER

EXPERIENCES:

COMPANY RENNIES JOHANNESBURG
PERIOD DURING HOLIDAYS IN DECEMBER 2002
CONTACT RONALD – 011 407 3046
POSITION HELD ADMIN
DUTIES ADMIN WORK

COMPANY TELKOM CONTRACTER
PERIOD JANUARY – APRIL 2006
CONTACT SIEGFRIED STASSEN – 082 375 1957
POSITION HELD WORKER
DUTIES CHANGING TELEPHONE POLES ETC

COMPANY ENGEN GARAGE
PERIOD SEPTEMBER – OCTOBER 2006
CONTACT N/A
POSITION HELD STOCK TAKING CLERK
DUTIES STOCK TAKING, BALANCE SHEET, BANKING AND MANAGING

COMPANY ABSA – REAM (REAL ESTATE ASSET MANAGEMENT)
DCI (DATA CAPTURED INTEGRITY) (TEMPORARY)
PERIOD NOVEMBER 2006 – APRIL 2008
CONTACT PIETER MARAIS – 011 350 9753
DAWN GRIFFIN – 082 850 2991 (SAP CONSULTANT)
POSITION HELD CLERK/ADMIN/FILING
DUTIES MAINTAIN SAP SYSTEM AND CAPTURING
IN CHARGE OF DOING FILING

COMPANY ABSA – CRES (COPRATE REAL ESTATE SERVICES)
DCI (DATA CAPTURED INTEGRITY) (PERMANENT)
PERIOD MEI 2008 – MARCH 2010
CONTACT DAWN GRIFFIN – 082 850 2991

POSITION HELD	COORDINATOR/CLERK/ADMIN
DUTIES	MAINTAIN SAP SYSTEM AND CAPTURING INVOICES HANDLING QUERIES ON INVOICES
COMPANY	ABSA – FSS (FINANCIAL SHARED SERVICES) CM (CONTRACT MANAGEMENT) (PERMANENT)
PERIOD	MARCH 2010 – OCTOBER 2012
CONTACT	DANIE SCHEEPERS – 011 350 1578 MARLENE DAVIDS – 011 350 2544
POSITION HELD	ADMINISTRATOR LEASING/RECON SUPERVISOR/TEAM LEADER
DUTIES	VERIFYING CORRECTNESS OF CAPTURED DATA CHECKING OF INVOICES DEBIT/CREDIT RECON'S HANDLING QUERIES REPORTS
COMPANY	ABSA – BSSA (BARCLAYS SHARED SERVICES AFRICA) BS (BUSINESS SERVICES) (PERMANENT)
PERIOD	NOVEMBER 2012 - CURRENT
CONTACT	ZANDY MAKALIMA – 011 350 5828
POSITION HELD	IT ADMINISTRATOR BUSINESS
DUTIES	PROCESS OASIS REQUESTS SOLVE ALL INCOMING QUERIES IT LOGISTICS COMMUNICATION OF NEW DEVELOPMENTS



P.O. Box 300, Florida Hills, 1715
E-pos: florides@africa.com

Tel: 672-5345-6
Faks: 672-5346

30 November 2005

HEIL DIE LESER

Dit is vir ons besonder aangenaam om ten gunste van

GERT PETRUS JOHANNES ELOFF


te getuig wat vanaf 2001 aan Hoërskool Florida verbonde is en tans in graad-12 is.

Gedurende hierdie tydperk het ons Gert leer ken as 'n besonder vriendelike en volwasse leerder wat goed met onderwysers en medeleerders oor die weg kom. Gert besuk oor 'n positiewe ingesteldheid en kan vertrou word.

In sy vrye tyd speel Gert in 'n orkes en tree dan ook op by die skool se jaarlikse kultuurfeesie.

Gert se positiewe ingesteldheid en betroubaarheid maak dat ons hom met vrymoedigheid aanbeveel vir die beroep van sy keuse.

Ons beste wense vergesel hom.


M. B. SCHUTTE
HOOF

**ProChristo Global Missions - Zambia**
Missionary Training College

Certificate

This is to certify that:

Gerrie Eloff

_____ has successfully completed the **Youth Discipleship Course**
from 14 May to 4 August 2006



This certificate entitles the holder mentioned to no privilege and
no special obligation to none

4 August 2006



Melvin Chiombe, Principal

World Perspectives Graduation Certificate

awarded to

Gerrie Floff



For the successful completion of the
15 part World Perspectives course

presents

Kingdom Encounter
World Outreach

July 2000

Kabwe, Zambia





College for Advanced Christian Education

University of the South Pacific
Suva, Fiji

Gerrie Eluff

For successful completion of the Certificate in Christian Leadership Training Course
awarded by the University of the South Pacific, Suva, Fiji

Certificate of Merit



In witness whereof, the Registrar, University of the South Pacific, Suva, Fiji, has hereunto set her hand and seal this 30th day of November 2007.

The 30th day of November 2007

Registrar
[Signature]



ACTION

TRAINING ACADEMY

This Certificate is Issued In Recognition Of

C.P.J. Eloff
ID: 870115 5010 08 8

**HAVING SUCCESSFULLY COMPLETED THE
FOLLOWING COURSE**

Advanced Fire Fighting

[Faint signature]

[Faint signature]





ACTION

TRAINING ACADEMY

This certificate is Issued In Recognition of

C.P.J. Eloff
ID: 870115 5010 080

*Having successfully completed the
following course*

Health and Safety Representative
(CI NO: 464)

30/05/2012

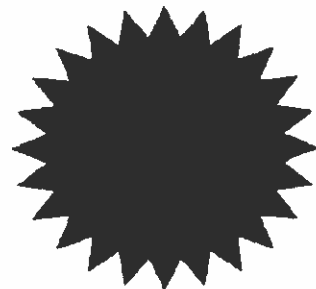
Date

30/05/2014

Recommended Renewal


MANAGEMENT


INSTRUCTOR



CERTIFICATE NO: **GP-7051/H1/2012**
DOL CERT NO: CI 464

ACTION TRAINING ACADEMY (PTY) LTD
REGISTRATION NO: 2009/016952/07
UNIT 813, HAMMETS CROSSING OFFICE PARK
CNR SELBORNE AVE & GOVERNMENT ROAD
FOURWAYS, SANDTON 2060
TEL: (+2711) 704 6597

Certificate of Completion

CONCRETE FINISHING

SAP R/3 Real Estate Flexible

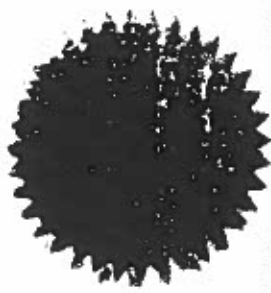
Awarded to:

GERP JELIOW

has completed the practical assessment and demonstrated the required proficiency in the use of SAP R/3 Real Estate Flexible for FX Contracts RE FX Periodic Processing.

Issued at February 2008 to 6 February 2008

001202a



Real Estate Management



Individual Results –RE FX Assessment Test

Submitted to the Registrar, the relevant department of the unit

Examiner	Town Tjallingii
Course Presented	SAP R 1 RE - FX Real Estate Program - ODU Centre
Course Date	3 April 2008
Centre	FEAM Fina Park - City Council and Stakeholders Assessment
Examiner's Name	Gerrie P J Eloff

Outcome of RE FX Assessment Test - written 27 February 2008

Congratulations Gerrie, you have achieved a pass rate of 96 %

Thank you for attending the course. I am sure that it will be beneficial to you in the future.

It was a real pleasure having you in my class.

Regards

David J Griffin

Head of the Institute



**GRIFFIN
CONSULTING**

*Certificate
of Completion*

Business Management

Awarded to :

GERRIE ELOTT

For successfully completing the Business Management Course specializing in:
Principles of Accounting, Project Management, Credit Management
and is hereby rated competent in these subjects.

Date : 2 June 2012 to 23 June 2012

Certificate Number :

1206007



The House of Griffin is affiliated to UICM and is a Level 3 BBBEE Contributor.
The House of Griffin is also a proud member of SAWEN.



BYTES
PEOPLE SOLUTIONS

Certificate

This is to certify that

Gert Petrus Ellof
870115 5010 080

has completed a course/workshop in

Microsoft Excel 2010 Essentials

on

8 October 2012

Instructor / Consultant

Managing Director

kth

Knowledge Education Consulting Ltd

CITRIX
L E A R N I N G
Advanced
Learning Center

Lectora

Microsoft Partner
Learning

ORACLE

ORACLE **mark**

SAPICS



BYTES
TECHNOLOGY SOLUTIONS

Certificate

This is to certify that

Gert Petrus Ellof
870115 5010 080

has completed a course/workshop in

Microsoft Excel 2010 Data Analysis

on

6- 7 November 2012

Instructor / Consultant

Managing Director

kth

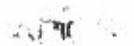
CITRIX



Microsoft Partner

ORACLE

HP





CK 2005/12102723
Vat No 1500242954

P.O. Box 1708
Prestia
2118
Tel No 2711 673 0811
Cell No 2711 2502391
www.griffinconsulting.co.za

Letter of Recommendation

Date 15 April 2009

To whom it may concern

I am Dawn J Griffin – having been contracted by ABSA CRES situated at Flora Office Park, Block E, Cnr Ontdekkers and Conrad Roads, Florida - to set up and run their Data Capture Centre as a Manager /Team Lead / RE FX Systems Specialist supporting "RE FX -- Real Estate Flexible" for the period February 2008 to end of January 2009. I am currently supporting the RE FX System from a configuration point of view.

I am an IT professional with 24 years business experience and more than 15 years experience in SAP on 13 implementations in various industries.

SAP Functional areas that I have worked on; include Real Estate Classic, Real Estate Flexible, Sales & Distribution, Logistics, Financials, Controlling and Plant Maintenance. I also have industry experience in the Service Provider, Oil and Gas Downstream, Transport and Public Sector industries.

I have known and worked with Gerrie Eloff for a year and a half before I was contracted to set up the Data Capture Centre.

Gerrie is an integral part of the SAP Real Estate Flexible Data Capture Team here at ABSA CRES.

Key SAP RE - FX System areas that Gerrie is involved in:

Contract types

Permitted Objects per Contract type
Conditions
Default Value for Tax Rate per Contract Type
Account Determination Values
Assign Tax Code (for FI Document)
Business Partner - Customer
Business Partner - Vendor

Master Data

Business Entity
Regional Locations

Building

Building Types
Main Usage Types

Rental Object

Usage Types
Vacancy and the related usage in the system

Key Departmental Tasks

Build and demonstrate business to system activities
Key representation from business in workshops to debate Solutions
Fit gap analysis
Assist in Testing and Documentation of developments in IDA 450
Document Business Process Procedures
Assisting with the set up of SAP RE FX Training Manuals for department users
Drawing up Schedule for Month-end Procedures
Scheduling and allocation of regional and business project related workload amongst Data Capture Co-Ordinators

His knowledge of ABSA CRES business processes is well respected by the business, the user community at large and all the team members in the Data Capture Department

He was involved with the data clean up exercises in the system prior to the inception of the Contracts Management Department - prior names "Fix It" Team and "DCI Department"

I have found Gerrie to be meticulous about the delivery of quality data that can be updated to Finance with zero errors, comprehensive communication documentation, design of business processes, problem solving and support

Gerrie is a pleasant person to work with and a team player with a good sense of humour. He works hard and smart and goes the extra mile to meet delivery dates and ensure a successful conclusion to a project or task

I am proud to be recommending the services of Gerrie to whatever position he chooses because he is a true leader and will deliver on any given task / project..

Yours faithfully

Dawn J Griffin

Mobile - 27 828502991

Email - dawn@optima.co.za



SHINING STAR
RECOGNITION SCHEME
SERVICES CLUSTER



Certificate

This recognition certificate is awarded to

Gerrie Eloff

in recognition of living the Absa values and
contributing to the success of the Services Cluster

Continue to Shine Brightly!

2011

Date

A handwritten signature in cursive script, appearing to read 'Alfie'.

Alfie Naidoo

Member of the  BARCLAYS Group

