

OPERATIONS & SYSTEMS

KOOS BURGER

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PROFESSIONAL SUMMARY

Operations and administration professional with experience in hospitality management, stock control, customer service, sales and digital design. I have coordinated staff, suppliers, bookings and daily business records, and I also design practical web-based systems that simplify business workflows. Comfortable working directly with customers and taking responsibility for the details that keep operations running.

PROFESSIONAL EXPERIENCE

Marketing & Digital Projects (Contract)

Blue Crane Financial Services | Feb – Oct 2026

- Coordinated branding, marketing content and podcast activity; created the tattoobusinessdoc.co.za business website.
- Translated business requirements into clear, useful digital solutions and communication.

Acting / Temporary Guesthouse Manager

GriFan Bed & Breakfast | Feb 2025 – Jan 2026

- Managed guest bookings, front desk, staff schedules, housekeeping, supplies, invoices and daily administration.
- Resolved guest enquiries, late changes and maintenance issues while keeping operations running.

Graphic Designer

Eden Graphics | Jun 2023 – Jan 2025

- Produced branding, advertising and print/digital artwork from briefs through to production-ready files.
- Managed artwork revisions, deadlines and customer communication.

Operations Manager & Sales

Chemically Minded | 2021 – 2023

- Supported daily operations and sales for a cleaning-products manufacturing business, including customer and order follow-up.

Stock Management & Cycle Counter

BUCO, Middelburg | Jun 2021 – Dec 2022

- Conducted cycle counts, bin-location checks and stock reporting for high-value and fast-moving inventory.
- Investigated physical-versus-system discrepancies to maintain accurate inventory records.

Manager — Accounts, Sales & Stock

Kula Liquor Marketing & Sales | Jan 2020 – Apr 2021

- Handled client accounts, invoices, overdue payments, contracts, stock and supplier follow-ups.
- Assisted with sales, negotiations and day-to-day office administration.

SELECTED DIGITAL SYSTEMS

PrintFlow

Designed a job and production web app for print/signage workflows, client records, artwork, job status and pricing.

BaseSpan

Developing a business platform for customers, quotations, jobs, invoices, inventory and user permissions.

BaseSpan Command Centre

Built an internal dashboard concept covering clients, product licences, deployments, support and audit history.

CORE SKILLS

- Operations & administration
- Stock control & inventory
- Guest service & customer care
- Invoicing, suppliers & scheduling
- Staff coordination & follow-up
- Sales and customer communication

DIGITAL SKILLS

Business systems & workflow design · Websites · Microsoft Office · Spreadsheets · Branding & print design

EDUCATION

Hoërskool Jim van Tonder, Bethal
Highest grade completed: Grade 8

LANGUAGES & AVAILABILITY

English & Afrikaans
Available from November 2026

REFERENCES

Grietjie Van Wyk

Co-owner, GriFan B&B
071 525 0503

Dr D. J. Botha, PhD

Managing Partner, Blue Crane Financial Services
082 801 8602