



# Monique Jansen Van Vuuren

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have more than 4 years experience in admin in various sectors. i am hardworking, able to work unsupervised, a team player, well organised and detail-orientated. I have excellent customer service skills and always strive to deliver my best service to internal and external clients. I have my own vehicle and can start immediately.

## Contacts and general information about me

Day of birth	1996-12-14 (27 years old)
Gender	Male
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.01 iki 2020.03</b>
Company name	Emendy College
You were working at:	Debotors clerk
Occupation	DEBTORS CLERK / FINANCIAL ADMINISTRATOR
What you did at this job position?	Creating and distributing Quotes (Sage One) Creating and distributing invoices (Sage One) Distributing Statements (Sage One) Creating and allocating Receipts (Sage One) Checking customer balances (Sage One) Adding new customers (Sage One) Loading and tracking debit-orders (RealPay) Sending and receiving payment contracts Sending and receiving acknowledgements of debt Phoning/Contacting non-payers to ask for payment Handing over non-payers to debt collectors Blocking students on student portal if their payments are too far behind Making students active again when payments are up to date Applying relevant tags and notes to student profiles (Keap/Infusionsoft) Checking all necessary documents are on file for all the students Filing new incoming documentation Contract compliance checks Created the company debtors' policy from scratch Petty Cash / Company bank card Keeping track of all company expenses (invoices, receipts, etc.) Ordering stationery, consumables & other stock Assist with marketing events (set up stands, pack goodie bags, create visitors tags, checking names on admissions lists, campus tours, etc.) Run monthly Health and Safety meetings Reception/Switchboard duty

Working period **nuo 2019.09 iki 2020.01**  
Company name Rapid Mobile  
You were working at: Personal assistant  
Occupation SHIPMENT ADMINISTRATOR / PA to CEO (temp contract)  
What you did at this job position? Scheduling shipments via couriers (International & Local)  
Preparing all shipment documentation (Invoices, Packing Lists, Check Lists, Content Lists, Receipts) Tracking Stock Levels  
Entering orders and shipments into database Editing Marketing material Ordering Marketing material Ordering stationery, consumables & other stock Creating & sending purchase orders & procurement requisitions Liaising with clients/suppliers regarding orders Applications and arrangements for product/service expos Arranging & Managing of Company Year-end function Creating & Distributing Year-end function invitations International & Local Travel arrangements for CEO and other managers (flights, hotels, cars) Visa applications for CEO and other management staff Forex for international travel Managing CEO's diary including scheduling and cancelling appointments/meetings Filing insurance documents Filing leave applications and doctor's notes Archiving and rearranging past files and documents Reception/switchboard duty

Working period **nuo 2019.05 iki 2019.06**  
Company name Dirk Uys Law  
You were working at: Administrators  
Occupation OFFICE ADMINISTRATOR / PA (Temp contract)  
What you did at this job position? Opening & Closing Litigation Files Filing of all documentation in the office Entering Litigation information into database Entering Client information into database Ordering Office supplies (stationery & consumables) Basic IT support for computers Reception/switchboard duty

Working period **nuo 2019.03 iki 2019.04**  
Company name INDEPENDENT FIRE SERVICES  
You were working at: Sales administartor  
Occupation STOCK & SALES ADMINISTRATOR (Temp contract)  
What you did at this job position? Stock taking Ordering new stock Creating invoices Accepting payments Managing client accounts Designing and creating new stock book from scratch (taking photos, gathering product info, etc.) Switchboard

Working period **nuo 2017.10 iki 2019.01**

Company name SEEFF PROPERTIES BLOUBERG

You were working at: Administrators

Occupation SALES/RENTAL/OFFICE ADMINISTRATOR / PA / RECEPTIONIST

What you did at this job position? Personal assistant to Admin/Operations Manager and administrative assistant to Principal Owner, including diary management and travel arrangements (car rental and flight bookings) Evaluation of existing office systems and processes Improvement of existing processes and creating and implementing new processes Creating, compiling and implementing new office documents Assisting with HR tasks, including reviewing and screening of CV's for job applications, selecting suitable candidates and compiling short-list, arranging interviews with short-listed candidates, printing and distributing of pay slips, compiling annual leave schedules. Compiling spreadsheets of monthly and annual statistics of sales/rentals/income (for whole office, sales and rentals and per agent) Obtaining quotes, placing orders and completing requisitions for all office stationery, office machines and equipment, consumables, cleaning supplies and refreshments Receiving deliveries and maintaining records of delivery notes, invoices and order documentation Maintenance of office machines Stock control of office supplies Lease agreement compliance checks Client application and credit-checks CMA checks for properties Updating weekly in-house and market statistics for rentals and compiling all office statistics into a single spreadsheet Compiling client mandate presentation packs and general assistance to agents Uploading buyers and tenants and website enquiries to in-office system and sending out daily reports to office staff Daily relief at reception and switchboard during receptionist's lunch breaks and other periods of absence

**Education**

Educational period **nuo 2012.01 iki 2014.12**

Degree Grade 12 / Matric

Educational institution Oos-Moot High School

Educational qualification Secondary Education (High School)

Educational period **nuo 2015.01 iki 2015.12**

Degree Degree

Educational institution Inscape Education Group – Pretoria

Educational qualification B. Interior Design

I could work Completed one of 3 years

Educational period **nuo 2016.03 iki 2016.11**

Degree Certificate

Educational institution ETA College

Educational qualification Fitness Instructor Certificate

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

**Computer knowledge**

Windows OS:

MS Office - Word, Excel, Outlook, Power Point

Mac OS:

Apple OSx - Keynote; Numbers; Pages

**Recommendations**

Contact person	Michelle Beirowski
Occupation	Operations Manager
Company	Seeff Properties Blouberg
Telephone number	Office: 021-557 7755 Cell: 072 2888 774
Contact person	Karin Roos
Occupation	Human Resources and Financial Manager
Company	EMENDY College
Telephone number	Cell: 084 424 1503
Contact person	Madeleine Steyn
Occupation	Registrar
Company	EMENDY College
Telephone number	Office: 012 342 1177

**Additional information**

Your hobbies	Photography Sewing Painting Watching movies
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-01-00 (8 years)
Salary you wish	12000 R per month
How much do you earn now	12000 R per month