



Immelde Botha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a loyal, honest, conscientious, meticulous individual and I enjoy my work and the stimulating challenges it presents. Whether working as part of a team or alone and unsupervised, I have an energetic and positive approach to all tasks undertaken, together with a desire to succeed and achieve set goals. In addition to being a clear, logical thinker, I analyse situations as they occur and have the ability to remain calm under pressure. I have an outgoing, friendly disposition with a balanced sense of humour and I am able to mix well with both clients and colleagues alike.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.02 iki dabar
Company name	Immelde Botha Photography
You were working at:	Photographer assistant
Occupation	Photographer
What you did at this job position?	- Capturing Special Family Occasions and well as Corporate events - Editing images in Lightroom Classic and on Photoshop 2021 - Process Photographs by resizing and retouching them - Ensure appropriate photo quality - Prepare shoot sites for particular theme - Set up equipment and tools needed for photoshoot - Managing Social media accounts - Creating and up-keeping a Wordpress website for marketing purposes

Working period **nuo 2018.11 iki 2019.08**

Company name Gorgeous George

You were working at: Hotel managers

Occupation Executive Personal Assistant to GM and Directors

What you did at this job position? - Assisting with the day to day Hotel and Guest House operations - Assisting the Financial Manager on Pastel - Ordering company assets and listing to insurance - Drafting contracts - Sourcing of products - Importing products - Arranging appointments - Guest relations - Guest feedback management - Recording minutes and following up on deadlines - Personal assistant to GM and Directors of the company - Assisting with payment deadlines and suppliers - Event management - Taking reservations - Staff transport management - Meeting with clients to discuss and arrange special events - Sourcing Services for both properties

Working period **nuo 2017.11 iki 2018.10**

Company name Re:Spectacles

You were working at: Manager

Occupation Branch Manager

What you did at this job position? - Branch Manager, Sales, Optical Dispenser, Optical lens cutter - Managing and maintaining relationships with clients - Stock Controller, Merchandiser, Administration, Online sales consultant - Marketing concepts of the store - Buying in stock, Ordering stock - Liaising with Spectacle laboratories, liaising with suppliers - Management of outstanding accounts - Managing staff, Managing owner's dairy, Training staff - Software used Vend - Attend to team members concerns, resolve issues within the scope of my authority timeously - Re:Spectacles won the award for "Customer Excellence" in 2017 and 2018

Working period **nuo 2015.04 iki 2017.10**

Company name Consumer Friend

You were working at: Lawyers

Occupation Legal Secretary

What you did at this job position? - Legal Secretary for CEO; Directors and Attorneys - Reckless lending investigation/ Assessments, Data Analysis, Research Agent - Liaising with Debt Counsellors- attending to their queries - Assisting with completing month end reports for the company statistics - Provide administration secretarial support. / Assisting with Ad Hoc Administration - Monthly Recon on our client's profile accounts i.e. Foschini, Woolworths- retailers - Assisting with Audits - Data Capturer - Planning and preparation of meetings, conferences, taking minutes in conference telephone calls; queries, Organizing company events on request, Diary management - Building and maintaining relationships with our client account holders

Working period **nuo 2013.11 iki 2015.03**
Company name Extreme Eyewear
You were working at: Pharmacy Dispensary Assistant
Occupation Sales and Dispenser
What you did at this job position? - Sales Assistant, Optical Dispenser, administration - Stock Controller - Cash up, Merchandiser, Buying in stock, Implementation of change - Liaising with Spectacle laboratories - Ordering in stock/liasing with suppliers - Management of owner's dairy - Management of outstanding accounts - Managing and maintaining relationships with clients

Working period **nuo 2013.06 iki 2013.10**
Company name Cricklewood Manor
You were working at: Hotel managers
Occupation Client Relations Officer
What you did at this job position? - Marketing, Sales, Administration - Training staff , Data Capturer, Secretarial support - Build, manage and maintain relationships with Government authorities/Embassy's/Corporate CEO's - Managing accounts allocated to me, Recruiting contracts - Planning and preparation of meetings, conferences and conference telephone calls. - Providing month end reports to manager-processing and setting monthly targets - Selling the Boutique Hotel to Government/Embassy's/Corporate Companies telephonically

Working period **nuo 2011.04 iki 2012.12**
Company name Brogan and Olive Attorneys
You were working at: Lawyers
Occupation Litigation Secretary
What you did at this job position? - Drafting Court Documents for the Regional, Magistrates and High Court - Typing and transcribing of dictations with Olympus Software - Briefing files for Trial, Indexing & Paginating, Registering court documents, Filing Court Files, Doing Bill of Cost on client's files - Corresponding with Counsel, Sheriff, Clerk, clients, attorneys, advocates, Sheriff's, correspondent attorneys, as well as the Master of the High Court, Liaising with Durban tracing agents, Windeed Agent for the company - General Litigation-Matrimonial, RAF, Criminal Law, Administration of Trusts, Summons, Notice, Pleadings, Section 129, Notice of Motion, Affidavit, Sale of Execution, Judgement, Deed, Lease Agreement, Power of Attorney, Last Will and Testament, Contracts, Agreements and Company Resolutions, Minutes of meetings and witness statements - Administration, Banking, Meeting and greeting clients, Reception cover, prioritizing, dealing with telephone queries, arranging for documents to be delivered by courier, personal assistant duties for the owner of the firm as well as assisting with drafting Conveyancing documents when required

Working period **nuo 2008.11 iki 2010.12**
 Company name Osiris
 You were working at: Manager
 Occupation Assistant Store Manager
 What you did at this job position? - Store Management, Sales, Measuring client's for product fit, Ordering stock - Training of staff - Merchandiser of window store displays - Promoted to Assistant Manageress (In first 6 months), - Top sales lady for all of 14 months working for the company - Managing and maintaining relationships with clients - Updating customer service, Marketing, Administration, Monthly pricing on stock, Stock Controller, pricing items, Cash up, Banking

Working period **nuo 2004.01 iki 2008.10**
 Company name SA Diamond and Tanzanite, Famous Diamond, Bello Boutique
 You were working at: Manager
 Occupation Store Manager
 What you did at this job position? - Store Management, Sales, Staff Training, - Stock Controller, Sales, Cash up, Banking, Marketing, - Merchandising, Administration, Resourcing - Design by request, Monthly pricing on stock, Ordering of stock - Managing and maintaining relationships with clients locally and from abroad - Setting targets and strategizing with staff to achieve these targets - Working between three stores - Drafting month end reports for owners

Education

Educational period **nuo 2007.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Bridge High- Cam Bridge

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

MS Office, Excel, Word, Adobe, PowerPoint, Windeed, Pilot, Dineplan, Skype, Thunderbird, AJS, Numis, MS DOS programs (retailers systems), Sage, Pastel, Vend, Olympus dictation software, Wordpress, Photoshop, Lightroom Classic

Recommendations

Contact person	Peter Kunz
Occupation	Executive Personal Assistant
Company	Gorgeous George
Telephone number	(082) 782-7046
Email address	peter@fish-i.co.za
Contact person	Justin van der Linde
Occupation	Legal Secretary
Company	Consumer Friend
Telephone number	+27 (79) 697-7259
Email address	Justin@consumerfriend.co.za
Contact person	Justin Blecher
Occupation	Branch Manager
Company	Re:Spectacles
Telephone number	+27 (81) 231-1036 or +27 (82) 441-1466
Email address	justin@respectacles.co.za
Contact person	Cynthia Davids
Occupation	Litigation Secretary
Company	Brogan and Olive Attorneys
Telephone number	(074) 318-7465
Contact person	Christopher Bakeman
Occupation	Store Assistant Manager
Company	Osiris
Telephone number	083 375 9312
Contact person	Jeniffer vd Hoven
Occupation	Store Manager
Company	SA Diamond and Tanzanite, Famous Diamond, Bello Boutique
Telephone number	079 277 6863
Email address	jvdhoven@yahoo.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-10-00 (10 years)
Salary you wish	10000 R per month