



# Trisca Marais

Curriculum Vitae (CV)

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

This is about myself

I am a hard working self-discipline person that can work under stress and is always up for a challenge. One of my outstanding characteristics is to be honest and loyal towards the Company that I have to serve under the best of my ability. I strive to be the best I can be in everything I do.

Preferred occupation

Data capturers  
Administrative jobs

Filing clerk  
Administrative jobs

Administrators  
Administrative jobs

Secretaries  
Administrative jobs

Preferred work location

Three Rivers Meyerton Vanderbijlpark Vereenig  
Gauteng

## Contacts and general information about me

Day of birth

1987-10-16 (36 years old)

Gender

Male

Residential location

Meyerton  
Gauteng

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period **nuo 2006.12 iki 2013.03**

Company name De Wet Lyell Nel & Maeyane

You were working at: Lawyers

Occupation Conveyancing Typist

What you did at this job position? Opening of files, Requesting of clearance figures, Requesting of cancellation figures, Phoning of clients, Drafting of normal transfer documents, Drafting of Sheriff transfer documents, Drafting of Insolvent Estate transfer documents, Drafting of Quick Sale transfer documents, Drafting of PIP transfer documents : Requesting of Guarantees : Helping clients to sign transfer documents : Applying of transfer duty receipts via e-filing : Typing of letters to clients, sheriff 's ext, Typing of final statement of accounts.

Working period **nuo 2013.03 iki 2021.06**

Company name Basson Bester Attorneys

You were working at: Lawyers

Occupation Senior Conveyancing Secretary, Personal Assistant

What you did at this job position? Opening of files, Requesting of clearance figures, Requesting of cancellation figures, Phoning of clients, Drafting of normal transfer documents, Drafting of Insolvent Estate transfer documents, Requesting of Guarantees , Helping clients to sign transfer documents ,Applying of transfer duty receipts via e-filing, Typing of letters to clients, Typing of final statement of accounts, Arranging of appointments, General bookkeeping, Listing of new properties, Uploading of properties to Property 24, taking out clients to view properties for rental and sales, Drafting of monthly statements to rental clients, Collection of monthly rental of clients, Handling of all rental files.

**Languages**

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

**Computer knowledge**

Word and Excel

**Recommendations**

Contact person Batie De Wet

Occupation Attorney

Company De Wet Lyell Nel & Maeyane

Telephone number 0164214471

Contact person	Conrad Bester
Occupation	Attorney
Company	Basson Bester Attorneys
Telephone number	0164231823

#### **Additional information**

Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2012-07-00 (12 years)
Salary you wish	18000 R per month
How much do you earn now	13000 R per month