



# Lizl Van Der Westhuizen

Curriculum Vitae (CV)

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

I am looking for an administrative officer position. I am a friendly, approachable and an independent person who is trustworthy, honest and reliable. I can work on my own as well as in a team, well presented and organized. I have excellent communication and people skills (both written and verbal) coupled together with extensive office administration experience. I believe I would be an advantage for any position I apply for.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1971-03-03 (53 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 **nuo 2011.06 iki 2023.06**

Company name Lohan Holdings Pty Ltd

You were working at: Administrators

Occupation Administrative Officer/Personal Assistant

What you did at this job position? • Oversee the daily operations of the company’s student homes, residential and commercial properties/business • Recruitment of new tenants/clients, execute applications, renewals, lease documents and contracts. • Explain terms and sales contracts for orders obtained • Set rent, administer collections and minimise arrears from tenants/clients • Investigate and respond to tenants/clients’ enquiries and complaints • Administrative enquiries from prospective and existing tenants/clients • Monitor and report on the performance of managing property agents and developers against contractual obligations • Inspections and drafting inventories, manage repair and maintenance of properties • Maintaining records of income and expenditure • Logging insurance claims and liaising with insurers • Contracting with suppliers for maintenance and repairs, municipal, cleaning, security, IT, Entertainment and other ongoing services. Managing disputes with service providers • Processing Billing & Payments • Grow customer relationships and retain existing customer base • Follow up on leads through phone calls, site visits and networking events • Maintain regular call cycle with customer base • Prepare and present quotes • Cold call potential clients to introduce our company and offerings  
 Personal Assistant • Act as the point of contact among executives, employees, clients and other partners. • Personal assistant to Director performing secretarial and administrative duties including but not limited to; • Telephone and answering enquiries • Typing, filing, placing orders, scanning & fax. • Diary planning and schedule appointments. Keep appointments on time. • Setup meetings and event organizing, functions; coordinate training, travel and accommodation bookings • Engages with documentation for editing, referencing and compliance purposes • Writing of reports and capturing data on computer systems • Prepare and present quotes • Monitoring and ordering office supplies • Ensure office equipment, tools and vehicles are functional & clean • Assistance with claims • Invoicing Customers & Suppliers

Working period **nuo 2005.04 iki 2011.03**

Company name Jason's Place/J Brokers

You were working at: Personal assistant

Occupation Personal Assistant

What you did at this job position? Refer to consolidated duties above

Working period **nuo 2000.03 iki 2005.03**

Company name m Cubed Holdings

You were working at: Administrators

Occupation Senior Assistant Officer

What you did at this job position? Refer to consolidated duties above

**Education**

Educational period	<b>nuo 1990.01 iki 1994.01</b>
Degree	Degree
Educational institution	UOFS
Educational qualification	B.A. Communications Science
I could work	Yes

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Afrikaans	fluent	very good	very good

**Computer knowledge**

- MS Office (Word, Excel, PowerPoint)
- Outlook e-mail & internet
- Build Smart (Cost Management & Enterprise Accounting)
- Requisition, Quotations, Purchase Orders, Delivery Invoice reconciliation / debtors & creditors
- Humble Till
- Sage Online Accounting

Quotations, Petty Cash, Purchase Orders, Suppliers & Customers Invoices, Bank Allocations.

**Conferences, seminars**

As per companies required

**Recommendations**

Contact person	Evert Ceronio
Occupation	Director
Company	Lohan Holdings
Telephone number	0823799119
Email address	evert@basesa.co.za
Contact person	Eric Streso
Occupation	CEO
Company	Eric Streso / Fintime Consult
Telephone number	0831659058
Email address	eric@fintime.co.za

**Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-12-00 (3 years)

Salary you wish	15000 R per month
How much do you earn now	15000 R per month