



# 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<br>Administrative jobs |
| Preferred work location | Bloemfontein<br>Free State            |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1971-03-03 (53 years old)   |
| Gender               | Female  |
| Residential location | Bloemfontein<br>Free State  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><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 (2 years)      |

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