

Working period **nuo 2012.11 iki 2020.02**
 Company name Pierre Badenhorst Engineers
 You were working at: Personal assistant
 Occupation Personal Assistant to MD
 What you did at this job position? • Dealing with City of Tshwane daily (Construction / As Built drawings Approvals, Obtaining Art 101 and 82, Reports etc.) • Accounting –Generate Invoices, Keep track of Payments, Fee Proposals, Petty Cash • Keep track of all e-mails (incoming and outgoing) of the Director, Electronic Diary • Drafting Bill of Quantities, Tenders, Civil and Structural Reports, preparing documents for meetings • Filing • Planning Events • Travel Arrangements incl. Visa Applications, Travel Arrangements, Accommodation etc. • Invoicing using Fresh Projects Accounting Software

Working period **nuo 2009.03 iki 2012.01**
 Company name Van der Westhuizen Attorneys
 You were working at: Secretaries
 Occupation Legal Secretary
 What you did at this job position? • Dictation • Debt Collection • Magistrate and High Court Matters • Drafting all Court procedures, Testimonials, Divorce Papers and Personal Affidavits • Switchboard

Education

Educational period **nuo 2000.01 iki 2005.12**
 Degree Grade 12 / Matric
 Educational institution Hoerskool Florida
 Educational qualification Matric

Educational period **nuo 2005.01 iki 2008.12**
 Degree Diploma
 Educational institution Tshwane University of Technology
 Educational qualification Diploma in Office Management - Incomplete

Languages

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

Computer knowledge

Office 365 - Word, Excel, Outlook, Power Point
 Xero Accounting

Recommendations

Contact person	Pierre Badenhorst
Occupation	Former MD
Company	Pierre Badenhorst Engineers
Telephone number	0828203117
Email address	pierre@pbe.co.za

Contact person	Johnny van der Westhuizen
Occupation	Owner
Company	van der Westhuizen Attorneys
Telephone number	082 464 5458
Email address	johnny@vdwlegal.co.za

Additional information

Your hobbies	Diamont Painting Park run
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-06-00 (12 years)
Salary you wish	20000 R per month
How much do you earn now	19000 R per month