



# Jomari Agenbach

Curriculum Vitae (CV)

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

I have a lot of patience, working with people is one of my strong points, positive.

Preferred occupation                      Personal assistant  
Administrative jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth                                      1985-12-19 (39 years old)

Gender    Female

Residential location                              Pretoria / Tshwane  
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 2020.07 iki dabar**

Company name                                      Jo-Mari Consult

You were working at:                              Office manager

Occupation    Self Employed

What you did at this job position?      • Working with Clients and City of Tshwane daily • Municipal Accounts - Dispute on behalf of Client, Opening and Closing of Accounts • Payment arrangement with Credit Control • Amendment of Account which are incorrectly billed. • Clearance Figures / Certificates • Invoicing using Xero Accounting Software • Excellent Communication skills dealing wide variety of Clients

Working period                                      **nuo 2020.03 iki 2020.06**

Company name                                      Stewart Family Group

You were working at:                              Project managers

Occupation    Head of Development

What you did at this job position?      • Lead the Development, implementing and monitoring the development. • Prepare Property Reports • Oversee Project

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<br>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            |