



# Jennifer Goldman

Curriculum Vitae (CV)

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

- Self-disciplined
- Reliable
- Methodical
- Able to learn new skills and apply them effectively

#### Work Experience

July 2013 to date

Mr.Clean (Hereford) Ltd

Management/Supervisor and cleaner for a business based in Hereford, UK.

- Supervising staff on a daily basis, on all cleaning jobs, including contracts, once off cleans, end of tenancy cleans, builders cleans, (pre snagging through to sparkle), and domestic cleans.
- Cleaning when required
- Staff collection and deployment When required
- Time management
- Product purchases and delivery
- Staff training
- Staff support

Administrative functions

- Banking5%Invoicing
- Collections5
- Quoting
- E mail correspondence
- Customer calling/service management

I hold a Buildings contractors certificate (cleaning operatives) health and safety.

September 2011 to June 2013 Ambiton Financial Services, Port Elizabeth

Underwriter in the Short Term industry for an independent brokerage

Responsibilities included:

- Managing General Short Term Insurance clients - Commercial Portfolio
- Processing of Endorsements on Cardinal Policy Issuing System (CIMS), for five major Insurers to whom Ambiton had Delegated Authority
- Renewal negotiations
- New business quotations, including preparation for Brokers' discussions with potential clients
- Policy conservation
- FAIS compliance

- Portfolio growth
- Promotions and marketing of Ambiton Branding

July 2009 to August 2011 Holburn Insurance Brokers, Kloof

Underwriter in the Short Term industry for an independent brokerage

Responsibilities included:

- Managing General Short Term Insurance clients - Commercial Portfolio
- Processing of Endorsements (Intergrity Policy Underwriting system)
- Renewal negotiations
- New business quotations, including preparation for Brokers' discussions with potential clients
- Policy conservation

March 2009 to June 2009 – Extended holiday in New Zealand

October 2001 to February 2009 Insurance Broking Services, Durban

Underwriter in the Short Term industry for an independent brokerage

Responsibilities included:

- Managing General Short Term Insurance clients - Commercial Portfolio
- Endorsements
- Renewal negotiations
- New business quotations, including preparation for Brokers' discussions with potential clients
- Ensuring policies were written in compliance with FAIS (South African Legislated Insurance Industry Standards)
- Credit control
- Policy conservation
- Claims administration

June 1998 to September 2001 BOE Corporate Bank, Durban

Senior Credit Control Officer – Corporate Finance (Legal Department)

Responsibilities included:

- Credit control of Corporate Finance with a book debt of over ZAR40 million
- Restructuring of agreements within the ambits of the South African Credit Agreements Act
- Re-advancing against secured debts
- Structuring of Loans on seasonal income
- Reviews of clients' Credit Lines, including investigations into:
  - o Bank clearances
  - o Financial status

- o Credit Bureau status
- o Immovable property and Bonds registered as Security

January 1989 to May 1998 Stannic – (Vehicle & Asset Finance Division of Standard Bank of South Africa), Pietermaritzburg

Highest position attained: Business Development Officer - Midlands & Natal

Over nine years, gained a wide range of experience, including:

- Supervisor, Credit Control Department
- Legal Assistant, Credit Control Department
- Credit control, Corporate
- Credit applications and approval, Consumer & Commercial
- Credit assessment, Commercial

January 1985 to January 1989 Natal Building Society, Pietermaritzburg

Agency Supervisor, Natal Midlands

- Brand marketing, agency and forensic audits
- Induction and training of new recruits and banking hall staff

Mortgage Advisor

- New loans & re-advances
- Credit control

Savings & Investments Advisor

Banking Hall Consultant

Teller

February 1982 to December 1984 AA Mutual Insurance Co., Port Shepstone

New Business Assistant, Short Term Division (General Insurance)

- Underwriting and New Business Issues

Education, Training & Other Achievements

Financial Advisory and Intermediaries Services (FAIS) Board of South Africa

Certified Representative, Admitted 2012 (Regulatory Examinations: 78%)

FAIS Legislation Examination: Commercial Lines, 2004 (83% - Distinction & points accreditation 30)

Insurance Sector Education & Training Authority of South Africa (INSETA)

Certificate of Achievement, NQF level 4 NRLD No 49929 (Short Term Insurance), 2011

SANTAM Limited

Certificate of Competency, Commercial Policy Underwriting Standards (Multimark), 2006  
(points accreditation 30)

Cup Winner in Professional Dancing – Classical, Modern, and Classical Greek, South Africa, 1977  
Teacher – Cecchetti method of Classical Ballet, 1977  
Imperial Society of Teachers of Dancing, London, Admitted as Associate, 1977

Silhouette Studio of Modelling, Salisbury, Rhodesia  
Graduated with Honours, 1970

Roosevelt Girls High School, Salisbury, Rhodesia  
Secondary Education

Personal

Born: Gwelo, Rhodesia (Zimbabwe)  
Date of Birth: 6 June 1954  
Citizenship: South African  
Marital Status: Married, no dependants (adult children)  
Driver’s Licence: Clean  
Health: Good

|                         |   |
|-------------------------|---|
| Preferred occupation    | Insurance Broker Assistant Housekeeper Cleane<br>General jobs |
| Preferred work location | West Suburbs<br>KwaZulu-Natal                                 |
|                         | Overberg<br>Western Cape                                      |
|                         | South Coast (Ugu)<br>KwaZulu-Natal                            |
|                         | North Suburbs<br>KwaZulu-Natal                                |

**Contacts and general information about me**

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|--|--|
| Day of birth                               | 1954-06-06 (70 years old)  |
| Gender                                     | Female   |
| Residential location                       | West Suburbs<br>KwaZulu-Natal  |
| Telephone number                           | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Abbeydore Court in Wales.<br>Email address | Information is available only for registered users.<br><a href="#">Sign in</a> |

I am 62, but attractive, slim and get along with any age groip, as i am very young at heart. Of course i am eager to find any employment.

I am hard working, reliable, methodical and have experience in microsoft office.

**Additional information**

Salary you wish

10000 R per month