



# Natty Ntswaki Marina

Curriculum Vitae (CV)

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

To whom it may concern:

My Name is Natty Marina; I am currently residing in Malvern, Johannesburg in the Gauteng province.

I am the administrations assistant at Jack Russell Estates [Wychwood Branch] and have been doing work there in various positions for Four years. I am hoping to find a suitably paid position in Admin, reception &/or canvassing. And any other general work if available.

On the Real estate's side I have learned the following:

- Setting up appointments between sellers, buyers and viewing agents.
- Keeping record from when a deal starts to when it ends and keeping clients informed.
- Dealing with Bond Originators, Attorneys, Executors, Buyers, Sellers, and Agents etc.
- Conduct an open hour and show houses and compile effective report back for clients.
- List property on various websites like Private Property, Property 24 & Social Media.
- Create web copies to send to clients and adverts for print, emails and internet use.

I have been working on the administration side of real estates and was involved with viewings, which suits my outgoing personality & professional understanding when dealing with the public.

I am extremely good with languages speaking most of the official languages fluently - this is a big help in an office where most of the top people are mainly English and Afrikaans speaking.

I'm not shy to answer the switchboards phones, make sure the associates get their messages and even set up their appointments. I'm also used to following up with clients, keeping records of everything that happens in each and every process, assist to get all the required documents into place in the shortest possible amount of time.

I'm very reliable and hardworking and am always willing to lend an extra hand where required.

Preferred occupation

**Generals**

General jobs

**Secretaries**

Administrative jobs

**Administrators**

Administrative jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

Johannesburg  
Gauteng

Brits  
North West

Witbank  
Mpumalanga

Rustenburg  
North West

### Contacts and general information about me

Day of birth 1985-04-01 (39 years old)  
Gender Male  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[Sign in](#)

### Work experience

Working period **nuo 2012.10 iki 2017.02**  
Company name Jack Russell Estates  
You were working at: Administrators  
Occupation P/A and Administrator  
What you did at this job position? I handle all administration duties as well as receptionist duties. Set up appointments between buyers, sellers and viewing agents. Follow up on all deal by calling attorneys as well as bond originators. I do filling and data capturing

### Education

Educational period **nuo 2001.01 iki 2005.12**  
Degree Grade 12 / Matric  
Educational institution Ekukhanyeni high school  
Educational qualification Matric

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	good	good
Setswana	very good	very good	good
Tshivenda	fluent	good	basic

### Computer knowledge

I have learned the computer in all expects as it is the main tool i use day in and out

**Recommendations**

Contact person	Shiela shongani
Occupation	Transport coordinator
Company	Dunlop
Telephone number	076 261 4657
Email address	sheilas@dunlopindustrial.co.za

**Additional information**

Driver licenses	None
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