



Edwena Hendricks

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job to proof my self worth. I am honest, reliable, adapt very quickly and a people's person. Very friendly, get along with anyone. I get the job done, work good under pressure and I am looking for a new challenge. My new job should acknowledge my skills, appreciate what I do and pay me a salary and benefits accordingly. I am very hard working, competent individual, always willing to do more and assist. I would be a great asset to your company. I am flexible, creative and motivated.

Preferred occupation

Secretaries
Administrative jobs

Receptionist
Administrative jobs

Debt collector
Administrative jobs

Filing clerk
Administrative jobs

Personal assistant
Administrative jobs

Debtors clerk
Administrative jobs

Preferred work location

West Coast
Western Cape

Contacts and general information about me

Day of birth 1977-01-24 (47 years old)

Gender Female

Residential location West Coast
Western Cape

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 1996.01 iki 1996.03**
Company name Braitex Tensilon
You were working at: Labourers
Occupation Machine Operator
What you did at this job position? I operated 3 yarn machines to make lastic for panties and briefs.

Working period **nuo 1996.05 iki 1997.05**
Company name Atlantis Properties
You were working at: Agents
Occupation Estate Agent
What you did at this job position? I sold properties, prepared contracts and worked with Bond Applications.

Working period **nuo 1997.06 iki 1997.07**
Company name Viljoen Jordaan & Nell Attorneys
You were working at: Lawyers
Occupation Filing Clerk
What you did at this job position? I did the collection of postage, pulling of files and documents and gave it to the lawyer that works with same.

Working period **nuo 1997.08 iki 2007.12**
Company name Viljoen Jordaan & Nell Attorneys
You were working at: Lawyers
Occupation Debt Collections Clerk
What you did at this job position? Preparing and drafting legal documentation. Assisting clients, debtors and court staff with inquiries. Messenger between sheriff and other Attorney firms. Postal Duties.

Working period **nuo 2008.01 iki 2011.02**
Company name Viljoen Jordaan & Nell Attorneys
You were working at: Lawyers
Occupation Receptionist & Litigation Secretary
What you did at this job position? General Administration, Managing diary, switchboard and reception. Receiving and greeting clients. Postal Duties, Reconciling daily cashflow. Drafting invoices. Basic Bookkeeping and petty cash. Drafting of transfer documents and bond applications. Data capturing of clients. Buying of office equipment and food.

Working period **nuo 2011.03 iki 2011.06**
 Company name STS Agency (Eskom)
 You were working at: Electricians
 Occupation Lift Operator and Fire Monitor
 What you did at this job position? Managing lift for all personnel and directing them. Preventing of fires on floors.

Working period **nuo 2011.07 iki 2012.02**
 Company name Van Ieperen Attorneys
 You were working at: Lawyers
 Occupation Receptionist (Temp)
 What you did at this job position? Managing diary, reception and switchboard. Receiving and greeting clients. Postal duties and typing of letters and documents. Receiving daily cash and reconciling same. Pulling of documents and filing same.

Working period **nuo 2012.03 iki 2012.05**
 Company name STS Agency (Eskom)
 You were working at: Electricians
 Occupation Chemical Monitor
 What you did at this job position? Monitoring and dispensing chemicals on floors. Assisting personnel on floors.

Working period **nuo 2013.04 iki 2020.01**
 Company name Van Ieperen Attorneys
 You were working at: Lawyers
 Occupation Litigation Secretary, Receptionist
 What you did at this job position? General Admin, Clerical duties, Diary management for three Attorneys. Greeting, serving and receiving clients. Assist in all secretarial duties. Filing and pulling of files and documents. Postal Duties. Receiving daily cash and reconciliation thereof. Drafting all legal documents, invoices. Updating and renewing documents. Receiving and sending e-mails. Correspondent between all clients, attorneys, debtors and creditors. Paying accounts. Organise year end functions. Scheduling appointments and bookings.

Education

Educational period **nuo 1990.01 iki 1995.12**
 Degree Grade 12 / Matric
 Educational institution Robinvale Secondary School
 Educational qualification Matric Exemption
 I could work Yes

Languages

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

Computer knowledge

Ms Office, Word, Excel, Pastel, VIP Payroll

Recommendations

Contact person	Mr Vaughan Murray
Occupation	Principal
Company	Robinvale Secondary School
Telephone number	(021)5722113
Contact person	Mr Deon Van Heerden
Occupation	Attorney
Company	Van Ieperen Attorneys
Telephone number	(021) 5723408 / 083 458 4320
Email address	dechom@mweb.co.za
Contact person	Mr Paul Viljoen
Occupation	Attorney
Company	Viljoen Jordaan & Nell Attorneys
Telephone number	(021) 5721023
Email address	info@smallholding.co.za
Contact person	Ms Monique Keys
Occupation	Attorney
Company	Viljoen Jordaan & Nell Attorneys
Telephone number	072 634 4638

Additional information

Your hobbies	Music, Singing, Dancing, Bike Riding and Gardening.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-05-00 (19 years)
Salary you wish	10000 R per month
How much do you earn now	7000 R per month