



Working period **nuo 2012.10 iki 2016.10**

Company name We build Construction

You were working at: Builders

Occupation Executive P/A, Project Manager

What you did at this job position? • Supervised all construction on site. • Supplied sub-contractors with correct plans to begin construction. • Inspected work progress from foundation to completion. • Submitted all relevant documents to various banking institutions for progress payments. • Supervised NHBRC new enrolments. • Liaised with bank, municipality and NHBRC inspectors and engineers with regards to building quality as required to maintain the highest standard. • Supervised all final inspections on completed buildings, so as to ensure that the building could be handed over to owners. • Supervised all correspondence with attorneys to ensure that all property was registered before construction commenced. • Supervised continuous building supply prices save company on building costs • Submitted weekly and monthly progress reports to head office. • Managed all Directors personal and business in his absence.

Working period **nuo 2011.08 iki 2012.09**

Company name Xavier Motors

You were working at: Debt collector

Occupation Head of Legal/Executive P/A

What you did at this job position? • All duties required by Managing director, flight reservations, daily, weekly and monthly. • Supervised all legal matters regarding defaulters and taking necessary action to recover lost income and vehicles. • Tracking all vehicles on tracking systems to identify defaulters. • Supervised repossession department to collect vehicles from defaulters. • Liaise with clients that have defaulted on payments and to arrange acceptable payments to recover further losses to the company.

**Education**

Educational period **nuo 1967.01 iki 1979.12**

Degree Grade 12 / Matric

Educational institution Anchor Secretarial College

Educational qualification Diploma

I could work Most executive Personal assistant jobs

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

- Ms Power Point
- Ms Paint
- Quick books
- Vehicle tracker system

• Ms Word  
**Recommendations**

• Ms Excel  
 Contact person Chris Badenhorst  
 Occupation Financial Manager  
 Company Webuild  
 Telephone number 082 282 8106  
 Email address chrisbdh@mweb.co.za

Contact person Llewellyn Pelser  
 Occupation Principal Estate Agent  
 Company National Real Estate Bloemfontein  
 Telephone number 083 335 0565  
 Email address llewellyn@nationalre.co.za

**Additional information**

Your hobbies reading, doing puzzles, baking,  
 Driver licenses EB Articulated Light Vehicle ≤ 3,500kg  
 Driver license from 1980-10-00 (44 years)  
 Salary you wish 14 000.00 R per month  
 How much do you earn now 14 000.00 R per month