



# Jarolien De Wet

Curriculum Vitae (CV)

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

Debt Collector.

Results-oriented Debt Collector with 4 years of experience and knowledge in the leasing/finance sector. Strong negotiator able to work in a very fast-paced environment and adapt to situations. Collects accounts in compliance with all applicable regulations and internal performance standards in order to meet personal and team goal objectives. Thorough legal and business economics acumen and excellent interpersonal skills.

Preferred occupation	DEBT COLLECTOR Finance jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period **nuo 2022.04 iki 2023.02**

Company name Hannes Gouws Attorneys inc.

You were working at: Collections paralegal

Occupation Debt collector

What you did at this job position? Performed first party collections by making atleast 60 calls per day. Interpreting Data Plan course of action to recover owed money Locate and contact debtors Update system with confirm details with the customer. Negotiate payoff deadlines and payment arrangement with customer to increase debt collection and recovery amount. Handle customers' questions or complaints Identify gaps in the system and recommend solutions Build trust with debtors Update accountstatus and database regularly ( CACS, Ghost, SBSA Legal and internal excelspreadsheet). Comply with requirements when legal action is unavoidable Follow debtors collection process. Ensure proper and clear correspondence with customers including via phone, email and text. Ensure proper record is kept of all communication with debtors and relevant platforms. ( CACS, Ghost, SBSA Legal and internal excelspreadsheet). Plan and structure daily work to meet deadlines efficiently Compile weekly feedback of debtors outstanding and communicate with Financial Manager on a regular basis Meet allrelevant debtors deadlines. Process payments on CACS update on Ghost, SBSA Legal and internal excel spreadsheet.. Follow up on clients payments

Working period **nuo 2019.10 iki 2022.02**

Company name Newtons Inc.

You were working at: Collections paralegal

Occupation Debt Collector

What you did at this job position? Legal &Pre-Legal CreditDebt collector Performed first party collections by making atleast 75 calls per day on an automated dialer. Followed strict guidelines providing 100% customer service. Ensure customer contact details in AJS System correct after confirming details with the customer. Negotiate payment arrangements with customers to increase debt collection. .Exceeded monthly goal collected per month. Helped customers with money management and payment plans. Weekly feedback of debtors outstanding and communicate with team leader on regular basis. Plan and structure daily work to meet dead efficiently. Process credit notes on AJS

## Education

Educational period **nuo 1995.01 iki 1995.12**

Degree Grade 12 / Matric

Educational institution Afrikaans Meisies High Pretoria

Educational qualification Senior Certificate

Educational period **nuo 1997.02 iki 1997.07**  
 Degree Certificate  
 Educational institution Achor College  
 Educational qualification Secretarial and Computer course included flower arrangement, administration duties and typing.

Degree Certificate  
 Educational institution Daimler College Hatfield  
 Educational qualification Supply chain Management and Procurement  
 I could work Buyer, Procurement, Purchaser Logistics

Educational period **nuo 2011.02 iki 2011.08**  
 Degree Certificate  
 Educational institution PMI - Kempton park  
 Educational qualification Production Management

#### Languages

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

#### Computer knowledge

MS OFFICE Word  
 Microsoft Excel  
 Microsoft Outlook  
 AJS, SBSA LEGAL, CACS  
 Ghost practice  
 SBSA LEGLA  
 CACS  
 EMAIL  
 INTERNET.

#### Additional information

Salary you wish 15000.00 R per month  
 How much do you earn now 12500.00 R per month