



Lizl Van Der Westhuizen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative officer position. I am a friendly, approachable and an independent person who is trustworthy, honest and reliable. I can work on my own as well as in a team, well presented and organized. I have excellent communication and people skills (both written and verbal) coupled together with extensive office administration experience. I believe I would be an advantage for any position I apply for.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1971-03-03 (53 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2011.06 iki 2023.06**

Company name Lohan Holdings Pty Ltd

You were working at: Administrators

Occupation Administrative Officer/Personal Assistant

What you did at this job position? • Oversee the daily operations of the company's student homes, residential and commercial properties/business • Recruitment of new tenants/clients, execute applications, renewals, lease documents and contracts. • Explain terms and sales contracts for orders obtained • Set rent, administer collections and minimise arrears from tenants/clients • Investigate and respond to tenants/clients' enquiries and complaints • Administrative enquiries from prospective and existing tenants/clients • Monitor and report on the performance of managing property agents and developers against contractual obligations • Inspections and drafting inventories, manage repair and maintenance of properties • Maintaining records of income and expenditure • Logging insurance claims and liaising with insurers • Contracting with suppliers for maintenance and repairs, municipal, cleaning, security, IT, Entertainment and other ongoing services. Managing disputes with service providers • Processing Billing & Payments • Grow customer relationships and retain existing customer base • Follow up on leads through phone calls, site visits and networking events • Maintain regular call cycle with customer base • Prepare and present quotes • Cold call potential clients to introduce our company and offerings
 Personal Assistant • Act as the point of contact among executives, employees, clients and other partners. • Personal assistant to Director performing secretarial and administrative duties including but not limited to; • Telephone and answering enquiries • Typing, filing, placing orders, scanning & fax. • Diary planning and schedule appointments. Keep appointments on time. • Setup meetings and event organizing, functions; coordinate training, travel and accommodation bookings • Engages with documentation for editing, referencing and compliance purposes • Writing of reports and capturing data on computer systems • Prepare and present quotes • Monitoring and ordering office supplies • Ensure office equipment, tools and vehicles are functional & clean • Assistance with claims • Invoicing Customers & Suppliers

Working period **nuo 2005.04 iki 2011.03**

Company name Jason's Place/J Brokers

You were working at: Personal assistant

Occupation Personal Assistant

What you did at this job position? Refer to consolidated duties above

Working period **nuo 2000.03 iki 2005.03**

Company name m Cubed Holdings

You were working at: Administrators

Occupation Senior Assistant Officer

What you did at this job position? Refer to consolidated duties above

Education

Educational period	nuo 1990.01 iki 1994.01
Degree	Degree
Educational institution	UOFS
Educational qualification	B.A. Communications Science
I could work	Yes

Languages

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

Computer knowledge

- MS Office (Word, Excel, PowerPoint)
- Outlook e-mail & internet
- Build Smart (Cost Management & Enterprise Accounting)
- Requisition, Quotations, Purchase Orders, Delivery Invoice reconciliation / debtors & creditors
- Humble Till
- Sage Online Accounting

Quotations, Petty Cash, Purchase Orders, Suppliers & Customers Invoices, Bank Allocations.

Conferences, seminars

As per companies required

Recommendations

Contact person	Evert Ceronio
Occupation	Director
Company	Lohan Holdings
Telephone number	0823799119
Email address	evert@basesa.co.za
Contact person	Eric Streso
Occupation	CEO
Company	Eric Streso / Fintime Consult
Telephone number	0831659058
Email address	eric@fintime.co.za

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-12-00 (2 years)

Salary you wish	15000 R per month
How much do you earn now	15000 R per month