



# Jomari Agenbach

Curriculum Vitae (CV)

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

I have a lot of patience, working with people is one of my strong points, positive.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1985-12-19 (39 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.07 iki dabar</b>
Company name	Jo-Mari Consult
You were working at:	Office manager
Occupation	Self Employed
What you did at this job position?	<ul style="list-style-type: none"><li>• Working with Clients and City of Tshwane daily</li><li>• Municipal Accounts – Dispute on behalf of Client, Opening and Closing of Accounts</li><li>• Payment arrangement with Credit Control</li><li>• Amendment of Account which are incorrectly billed.</li><li>• Clearance Figures / Certificates</li><li>• Invoicing using Xero Accounting Software</li><li>• Excellent Communication skills dealing wide variety of Clients</li></ul>
Working period	<b>nuo 2020.03 iki 2020.06</b>
Company name	Stewart Family Group
You were working at:	Project managers
Occupation	Head of Development
What you did at this job position?	<ul style="list-style-type: none"><li>• Lead the Development, implementing and monitoring the development.</li><li>• Prepare Property Reports</li><li>• Oversee Project</li></ul>

Working period **nuo 2012.11 iki 2020.02**

Company name Pierre Badenhorst Engineers

You were working at: Personal assistant

Occupation Personal Assistant to MD

What you did at this job position? • Dealing with City of Tshwane daily (Construction / As Built drawings Approvals, Obtaining Art 101 and 82, Reports etc.) • Accounting –Generate Invoices, Keep track of Payments, Fee Proposals, Petty Cash • Keep track of all e-mails (incoming and outgoing) of the Director, Electronic Diary • Drafting Bill of Quantities, Tenders, Civil and Structural Reports, preparing documents for meetings • Filing • Planning Events • Travel Arrangements incl. Visa Applications, Travel Arrangements, Accommodation etc. • Invoicing using Fresh Projects Accounting Software

Working period **nuo 2009.03 iki 2012.01**

Company name Van der Westhuizen Attorneys

You were working at: Secretaries

Occupation Legal Secretary

What you did at this job position? • Dictation • Debt Collection • Magistrate and High Court Matters • Drafting all Court procedures, Testimonials, Divorce Papers and Personal Affidavits • Switchboard

#### Education

Educational period **nuo 2000.01 iki 2005.12**

Degree Grade 12 / Matric

Educational institution Hoerskool Florida

Educational qualification Matric

Educational period **nuo 2005.01 iki 2008.12**

Degree Diploma

Educational institution Tshwane University of Technology

Educational qualification Diploma in Office Management - Incomplete

#### Languages

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

#### Computer knowledge

Office 365 - Word, Excel, Outlook, Power Point

Xero Accounting

#### Recommendations

Contact person	Pierre Badenhorst
Occupation	Former MD
Company	Pierre Badenhorst Engineers
Telephone number	0828203117
Email address	pierre@pbe.co.za
Contact person	Johnny van der Westhuizen
Occupation	Owner
Company	van der Westhuizen Attorneys
Telephone number	082 464 5458
Email address	johnny@vdwlegal.co.za

#### Additional information

Your hobbies	Diamont Painting Park run
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-06-00 (13 years)
Salary you wish	20000 R per month
How much do you earn now	19000 R per month