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 (40 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2020.07 iki dabar**
Company name	Jo-Mari Consult
You were working at:	Office manager
Occupation	Self Employed
What you did at this job position?	• Working with Clients and City of Tshwane daily • Municipal Accounts – Dispute on behalf of Client, Opening and Closing of Accounts • Payment arrangement with Credit Control • Amendment of Account which are incorrectly billed. • Clearance Figures / Certificates • Invoicing using Xero Accounting Software • Excellent Communication skills dealing wide variety of Clients

Working period	**nuo 2020.03 iki 2020.06**
Company name	Stewart Family Group
You were working at:	Project managers
Occupation	Head of Development
What you did at this job position?	• Lead the Development, implementing and monitoring the development. • Prepare Property Reports • Oversee Project

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