



# Dianne Oossthuizen

Curriculum Vitae (CV)

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

- Excellent organizational skills
- Meticulous to detail
- Strong financial acumen
- Individualistic and team player
- Problem solver
- Great communication skills
- Professional at all times

Preferred occupation

Personal assistant  
Administrative jobs

## Contacts and general information about me

Day of birth	1962-07-22 (63 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2018.06 iki 2019.12</b>
Company name	Hottentotsfontein Rooibos Tea Farm
You were working at:	Farmers
Occupation	Rooibos tea production and guest house
What you did at this job position?	Supervised tea production and managed guest house

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 (45 years)
Salary you wish	14 000.00 R per month
How much do you earn now	14 000.00 R per month