



# Jenique Knoesen

Office Administrator, Assistant and Marketing Management

I am a structured, loyal, and detail oriented candidate with a deep eagerness to learn, 6 years of experience in Administration, 2 years' experience and training in Sage One Accounting and Full Stack Web Developer.

<https://github.com/Jenique22>

## Personal Information:

- Contact Number: **071 356 2955**
- Email: **jenique82@gmail.com**
- ID: 9606190085089
- Address: Montana, Pretoria
- Own Transport: Yes
- Vehicle License: Code 8

## Education and Certificates:

- National Senior Certificate – 2014
- IBM Business Course: Personal Assistant – 2016
- Sondela Academy: Workplace Orientation Program – 2016
- Sondela Academy: Skills Proficiency – Basic Food Preparation – 2016
- Sondela Academy: Skills Proficiency – Housekeeping (Accommodation) Services – 2016
- Sondela Academy : Skills Proficiency – Food & Beverage Services – 2016
- Sondela Academy: Event Support Skills – 2016
- Udemy Certificate: Sound Engineering level 1

## Work Experience

**Cars.Com** (June 2021 to Current)

**Office Administrator, Assistant and Marketing Management**

- Key communication liaison
- Personal Assistant
- Facebook Marketing
- Adds design
- Preparing Applications
  - Data Capturing

**New Horizons** (May 2019 to June 2021)

**Office Administrator and Finance Co-ordinator**

**Reason for leaving: Industry crash due to Covid.**

**Retrenched in June 2020 rehired in Nov 2020**

**No salary received in Mei 2021**

- Co-ordinate Finance department
  - Send quotes and invoices
  - Check customer statements
  - Follow up on payments
- Key communication liaison
- Managing Calendars of Consultants and Logistics Manager
  - Schedule meetings
  - Schedule appointments for submission of applications
- Preparing Applications
  - Data Capturing
  - Acquiring official documentation (assistance with professional body and SAQA registrations)
- Personal Assistant
- Training in Consultancy

**Haval Leo Haese** (August 2018 to December 2018)

**Corporate Fleet Operations Executive**

**Reason for leaving: Contract ended**

## **Skills:**

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- Computer programming
- HTML5,CSS3,JavaScript,React, Nodejs,PostgresSQL
- Microsoft Office
- Problem solving
- Sage One Accounting
- Pinnacle Systems
- GAAP Systems
- Excellent Communication Skills
- Fluent in English and Afrikaans (Written and spoken)
- Self-motivated
- Time Management
- Data Capturing

## **Hobbies:**

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- Fitness
- Music
- Outdoors(Hiking, Fishing, Camping, Scuba Diving and traveling)
- Computers rebuild
- PC Gaming
- Reading
- Sport

**Die Eiland Pub and Grill** (February 2018 to August 2018)

### Bar Lady

**Tsebo Solutions Outsource Fedics** (February 2017 to November 2017)

### Supervisor

**Reason for leaving: Transfer to Brits**

**Hirsch's Silver Lakes Appliance Store** (April 2016 to February 2017)

### Admin Assistant/Cashier

**Reason for leaving: Better opportunity**

**Sondela Academy** (July 2015 to December 2015)

### Front Office Administration and Customer Services

**Reason for leaving: Work integrated learning (studies)**



# NEW HORIZONS

MIGRATION & RELOCATION CONSULTANTS

Vat no. 4940160841  
Reg No. 1996/042242/23  
Tel: +27 (0) 67 978 5843  
Fax: 0865277390  
P O Box: 39955,  
Moreleta Park,  
Pretoria,  
0044

New Horizons Immigration and Migration

Close Corporation

Registration 1996/0422/42/43

Monday, 15 June 2020

**Re: Letter of Service/Recommendation for Ms. Jenique Knoesen**

To Whom This May Concern,

Ms. Jenique Knoesen had worked for New Horizons Immigration and Migration as of 1<sup>st</sup> of May 2019 until end of June 2020 in the position of Office Administrator and Finance Co-ordinator.

It had been an absolute pleasure to work with Ms. Knoesen. She is a hard worker with a positive attitude who is willing to go the extra mile without second thought.

She is punctual, diligent, reliable, and conscientious. I would recommend any company to employ her without hesitation.

Yours Sincerely,

Mr. Lean F Potgieter

Managing Director



**tsebo**  
African Expertise  
Global Standards

Tsebo Solutions  
Group (Pty) Ltd

Registration No  
2016/224394/07

BOARD

T.G. Walters  
Dr C.R. Jardine  
T.L.B. Boikhutso  
P.P.Z. Mbele

Tsebo House  
7 Arnold Road  
Rosebank 2196

Private Bag 52660  
Saxonwold 2132  
South Africa

Telephone  
+27-11-441-5300

Telefax  
+27-11-441-5667

www.tsebo.com

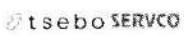
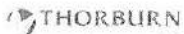
To whom this may Concern

Re :Letter of Service for Jenique Knoesen  
12 February 2017 – 27 November 2017

This letter serves as reference that Jenique Knoesen  
ID # 960619 0085 089 was employed and worked at Denmar  
Specialist Hospital .

During her service period at Denmar she worked as a Supervisor  
leading the team of eight staff members and ensuring the production  
and service delivery was timeous and of good quality .

Focus areas where she paid extra attention to was the serving and  
preparation of Special diets including from therapeutic diets , low GI  
diet and patients with specific diet requirements.




For a period of three month Jenique worked in the storerooms focusing  
on issuing and receiving of stock, ensure all delivery processes are  
followed and ensured the quality of stock is maintained.

She assisted in completing the daily costing sheet and keeping daily  
sales controls.  
Jenique is totally computer literate helping with the electronic ordering  
and receiving of goods.

Please feel free to contact me for any reference

Kind regards

  
Ottilje von Zwiétring  
Catering Manager



# HOËRSKOOL MONTANA

H/v Dr Swanepoel- en Sesde Weg Montana

Tel: 012 548-0160/1  
Faks: 012 548-1856  
E-pos: hsmontana@global.co.za

Posbus 13498  
SINOVILLE  
0129

Ons verw: .....

1 December 2014

## TO WHOM IT MAY CONCERN

We gladly give the following testimony with regards to

**JENIQUE KNOESEN**  
(ID 960619 0085 089)

Jenique was a learner of this school from 2010 till 2014. She completed the National Senior Certificate Examination in November 2014.


The standard of her work was satisfactory and her school attendance good. Her behaviour in class was satisfactory and her academic achievement average and according to her abilities.

The following personality characteristics can be attributed to Jenique:

DILIGENCE:	Carries out instructions
DISPOSITION:	Reserved, quiet, humble, calm, stable, open-hearted, sincere, observant, friendly, sensitive, independent
WORK ETHICS:	Carries out instructions, satisfactory
PERSONALITY:	Quiet, sincere, observant, independent
APPEARANCE:	Neat
SELF-CONFIDENCE:	Strong, self-assured
PERSEVERANCE:	Average, but when focused, she can persevere
SOCIAL ADAPTION:	Reserved, prefers small groups, very loyal to her friends

The school's best wishes accompany Jenique.

  
I.J. JACOBS  
PRINCIPAL

  
A. EBERSOHN  
REGISTER TUTOR





REPUBLIC OF SOUTH AFRICA  
**STATEMENT OF RESULTS / STAAT VAN UITSLAE**  
 NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT  
 NOVEMBER 2014


JENIQUE KNOESEN

EXAMINATION NUMBER / EKSAMENNOMMER: 8142400690106  
 ID NUMBER / ID NOMMER 9606190085089  
 DATE OF BIRTH / GEBOORTEDATUM 19960619  
 CENTRE / SENTRUM: (8240069) HOËRSKOOL MONTANA

(801) GAUTENG DEPARTMENT OF EDUCATION GAUTENG DEPARTEMENT VAN ONDERWYS

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
AFRHL	Afrikaans Huistaal	51	4
ENGFA	Engels Eerste Addisionele Taal	61	5
MLIT	Wiskundige Geletterdheid	59	4
LIFE	Lewensoriëntering	57	4
CATN	Rekenaartoepassingstechnologie	57	4
GEOG	Geografie	48	3
LFSC	Lewenswetenskappe	38	2
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Die kandidaat kwalifiseer vir die Nasionale Senior Sertifikaat en voldoen aan die minimum vereistes vir 'n diploma- of hoër sertifikaatstudie soos gepubliseer in die Staatskoerant vir toelating tot hoër onderwys.

  
 HEAD OF DEPARTMENT  
 DEPARTEMENTSHOOF

DATE / DATUM 2014/12/31

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

DIE NASIONALE SENIOR SERTIFIKAAT SAL AAN DIE SKOOL GESTUUR WORD.

THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.  
 INDIEN NODIG BEHOU DIE DEPARTEMENT DIE REG OM WYSIGINGS AAN DIE DOKUMENT AAN TE BRING.



# Institute of Business Management of Southern Africa



Salutem Lectori

## Certificate of Completion

It is herewith Certified by the Board of Regents that

*Jenique Knoesen*

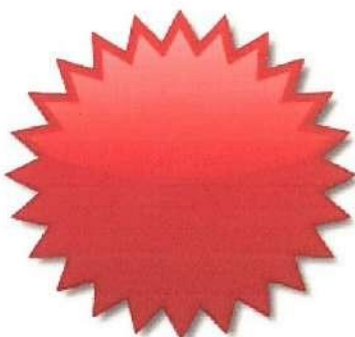
has completed the IBM Business Course

## Personal Assistant

**Study content covered by this course:**

### **Operational Skills**

Creative business writing, writing and creating quality documents. Report writing with clear expression and clout. Planning of events. Using office technology at best. Effective planning and scheduling. Business & social etiquette. Effective Communication skills. Inter-relations communication. Giving effective feedback. Taking Precise minutes. Dealing with conflict.  
**and is now entitled to the privileges that the study brings.**



Registrar

President of the Board  
of Regents

IBM Number

ID Number

Date

IBM2016/97073

9606190085089

6 April 2016

# IBM

**Southern Africa's most prestigious Business Institute**  
**Career Development Training Courses**





# CERTIFICATE OF ACHIEVEMENT

This is to certify that

**Jenique Knoesen**

**9606190085089**

has been assessed and found competent against

**Workplace Orientation Programme**

QUALITY ASSURANCE  
MANAGER

DIRECTOR

3/11/2016

DATE

Certificate Number:

2015/WOP/0005



APPROVED  
CENTRE  
848383



613/P/000259/2015



Approved  
Centre  
848383/HS



ETDP/10899



17527/16/TP





# CERTIFICATE OF ACHIEVEMENT

This is to certify that

**Jenique Knoesen**

**9606190085089**

has been assessed and found competent against

**Skills Proficiency - Basic Food Preparation**

**3529-50**

QUALITY ASSURANCE  
MANAGER

DIRECTOR

**3/11/2016**

DATE

Certificate Number:

2015/SCHEF/0003



APPROVED  
CENTRE  
848383



613/P/000259/2015



Approved  
Centre

848383/HS



ETDP/10899



17527/16/TP



# CERTIFICATE OF ACHIEVEMENT

This is to certify that

**Jenique Knoesen**

**9606190085089**

has been assessed and found competent against

**Skills Proficiency - Housekeeping (Accommodation)  
Services**

**3529-51**

QUALITY ASSURANCE  
MANAGER

DIRECTOR

**3/11/2016**

DATE

Certificate Number:

2015/SACC/0001



APPROVED  
CENTRE  
848383



613/P/000259/2015



Approved  
Centre  
848383/HS



ETDP/10899



17527/16/TP



# CERTIFICATE OF ACHIEVEMENT

This is to certify that

**Jenique Knoesen**

**9606190085089**

has been assessed and found competent against

**Skills Proficiency - Food & Beverage Services**

**3529-52**

QUALITY ASSURANCE  
MANAGER

DIRECTOR

3/11/2016

DATE

Certificate Number:

2015/SF&B/0002



APPROVED  
CENTRE  
848383



613/P/000259/2015



Approved  
Centre  
848383/HS



ETDP/10899



17527/16/TP





# CERTIFICATE OF ACHIEVEMENT

This is to certify that

**Jenique Knoesen**

**9606190085089**

has been assessed and found competent against

**Event Support Skills**

**SONDELA ACADEMY**

QUALITY ASSURANCE  
MANAGER

DIRECTOR

3/11/2016

DATE

Certificate Number:

2015/SEVENT/0004



APPROVED  
CENTRE  
848383



613/P/000259/2015



Approved  
Centre  
848383/HS



ETDP/10899



17527/16/TP

# TRAUMAMED EMS Training Academy

MOC WITH Riskmed Training Consultants PTY (Ltd)

MOC WITH RESCU-LIFE AFRICA Pty (Ltd)



LGSETA Accreditation number: LGRS-980-130118



**Riskmed Consultants: CI 589**

Covers: SAQA UNIT ID US ID: 119567-Perform Basic Life Support and First Aid procedures Part one of US ID- 376480 Advanced First Responder  
Credits 5 NQF Level 1

**THIS IS TO CERTIFY THAT**

**Jenique Knoesen**

**IDENTITY DOCUMENT NUMBER**

**9606190085089**

**SUCCESSFULLY COMPLETED A COURSE IN**

**First Aid Level 1**

**Date Issued: 17 July 2015**

**Reg. Nr: FAL1-9606190085089**

**Examiner:**

EM Jonker

**Principal:**

EC Jonker

**Valid for 3 years**

DEPARTMENT OF LABOUR-(CI 103/3/12/1)  
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 -GENERAL SAFETY REGULATION 3(4) (D)  
APPROVED FIRST-AID ORGANISATION



Department of Labour  
CI 598

Contact Details: 082 467 7063



# TRAUMAMED EMS Training Academy

MOC WITH Riskmed Training Consultants PTY (Ltd)

MOC WITH RESCU-LIFE AFRICA Pty (Ltd)



LGSETA Accreditation number: LGRS-980-130118



**Riskmed Consultants: CI 589**

Covers: SAQA UNIT ID US ID: 120331 - Demonstrate knowledge pertaining to fires in working places Part one of US ID- 242853 Perform operations, Fire incident  
Credits 3 NQF Level 3

**THIS IS TO CERTIFY THAT**

Jenique Knoesen

**IDENTITY DOCUMENT NUMBER**

9606190085089

**SUCCESSFULLY COMPLETED A COURSE IN**

Basic Fire Fighting

**Date Issued:** 17 July 2015

**Reg. Nr:** BFF-9606190085089

**Examiner:**

EM Jonker

**Principal:**

EC Jonker

**Valid for 3 years**

DEPARTMENT OF LABOUR-(CI 103/3/12/1)

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 -GENERAL SAFETY REGULATION 3(4) (D)  
APPROVED FIRST-AID ORGANISATION



Department of Labour  
CI 598

Contact Details: 082 467 7063





# *Certificate of Completion*

*This is to certify that **Jenique Knoesen**  
successfully completed 9.5 total hours of **Learn  
Music Production at Home from Scratch - Stage I**  
online course on Nov. 2, 2020*

*Sebastian Schneider*

Sebastian Schneider, Instructor

&



Certificate no: UC-571e91ef-6921-49d8-82bf-22d4ca707bd9  
Certificate url: [ude.my/UC-571e91ef-6921-49d8-82bf-22d4ca707bd9](https://ude.my/UC-571e91ef-6921-49d8-82bf-22d4ca707bd9)  
Version 3

#BeAble



# *Certificate of Completion*

*This is to certify that **Jenique Knoesen**  
successfully completed 3.5 total hours of **Sound  
Engineering Level 1 - Beginners** online course on  
Nov. 2, 2020*

*Liam Davin*

Liam Davin, Instructor

&



Certificate no: UC-d23af378-9e1d-4636-8c19-852129c1e3dd  
Certificate url: [ude.my/UC-d23af378-9e1d-4636-8c19-852129c1e3dd](https://ude.my/UC-d23af378-9e1d-4636-8c19-852129c1e3dd)  
Version 3

#BeAble





Certificate no: UC-44f28988-c7b3-445f-a052-31d84727b022

Certificate url: [ude.my/UC-44f28988-c7b3-445f-a052-31d84727b022](https://ude.my/UC-44f28988-c7b3-445f-a052-31d84727b022)

Reference Number: 0004

CERTIFICATE OF COMPLETION

# The Complete Web Developer in 2022: Zero to Mastery

Instructors **Andrei Neagoie, Zero To Mastery**

**Jenique Knoesen**

Date **Dec. 1, 2021**

Length **37.5 total hours**