

JOHANDRE DE BEER

johandreldb@gmail.com

Plot 1113 Mooihoek, Vyfhoek, Potchefstroom,
2532
065 980 4776

Education

KLERKSDORP HIGH SCHOOL MATRIC 2015

- AVERAGE GRADE OF 81.16%
- DISTINCTIONS IN THE FOLLOWING SUBJECTS:
- ENGLISH, ACCOUNTING, GEOGRAPHY, PHYSICAL SCIENCES

NORTH WEST UNIVERSITY FOURTH-YEAR 2020

- WAS ENROLLED IN AN UNDERGRADUATE CHEMICAL ENGINEERING PROGRAM
- PROJECT CEO OF A SIX-PERSON TEAM IN FEAP – PROFESSIONAL PRACTICE 2016
- MEMBER OF A SIX-PERSON TEAM IN FEAP 2017

Courses Completed

DEEPLY PRACTICAL PROJECT MANAGEMENT

INSTRUCTOR – WILLIAM STEWARD PHD, PMP

RENTAL HOUSING ACT WORKSHOP

INSTRUCTOR – BRAINTRUST BUSINESS TRAINING

PROPERTY PRACTITIONERS ACT ROUNDTABLE

INSTRUCTOR – PROP ACADEMY

COMPLETE PYTHON DEVELOPER IN 2023: ZERO TO MASTERY

INSTRUCTOR – ANDREI NEAGOIE

Experience

North West University Hoffman street, Potchefstroom, 2531

Project CEO February 2016 – October 2016

Group Member February 2017 – October 2017

FEAP Professional Practice

Hannes Du Toit;

Pieter Tolmay;

JHD Photography Plot 1113 Mooihoek, MC Roode Drive, Vyfhoek, 2531

Owner & Photographer, July 2022 – Present

Event Photographer – Club MVG

March 2023 – Present

Event Photographer – Engel & Völkers Potchefstroom

September 2022 - Present

Crystal Wilson – 073 187 9295

PROFICIENT IN THE FOLLOWING SOFTWARE PACKAGES

Microsoft Office

- Word, Excel, PowerPoint, Publisher
- Microsoft Visual (Basic, C)
- Microsoft Visio
- VBA

Mathematical Software

- Matlab, Matlab SimuLink
- Polymath

Apsen Software

- Apsen Plus
- Hsys

Heat Transfer Research Institute

- HTRI Exchanger Suite 7

SolidWorks

Adobe Software

- Photoshop Lightroom
- Premier
- InDesign

Wondershare Filmora

Real Estate Software

- Lightstone - Deeds Search
- Windeed – Deeds Search
- XDS – Consumer Trace
- RedRabbit – Inspection Software
- PayProp – Payment Solutions

PROJECTS WORKED ON & COMPLETED

CLICK & BUY – REAL ESTATE CRM SOFTWARE DESIGNED TO SIMPLIFY CUSTOMER EXPERIENCE – BUILT IN EXCEL VBA

NETWORK UPGRADE – INITIATED AND FACILITATED THE UPGRADE OF OFFICE WIDE NETWORK UPGRADE – SOLVED MULTIPLE CONNECTION ISSUES & GREATLY IMPROVED USER EXPERIENCE ROUTINE MAINTENANCE – FACILITATED THE REPAINTING, CLEANING AND DAMP PREVENTION IN OFFICE.

FACILITATED THE REPAINTING OF CARPORTS, WATERPROOFING OF OFFICE & REPAINTING WITHIN.

FACILITATED THE INSTALLATION OF ELECTRICAL SUPPLY TO A BOREHOLE PUMP.

ORGANIZED REGULAR MAINTENANCE OF PRINTERS, AIR-CONDITIONING UNITS, ACCESS GATE, DOORS & LOCKS.

INITIATED, ORGANIZED & COMPLETED OFFICE WIDE ELECTRICAL UPGRADE & RE-INSTALLATION OF ELECTRICAL SUPPLY

Experience (continued)

Silver Stream 13 Buffeldoorn street,
Klerksdorp, 2571

Part-time Consultant, December 2015 – Present

Jacques Geldenhuys, 072 255 7683

After School Tutoring Plot 1113
Mooihoek, MC Roode Drive, Vyfhoek,
2531

Owner & Tutor, January 2022 – Present

100 Hours tutoring experience.

References available on request.

Teach Me 2 teachme2.com

Tutor, January 2022 – Present

tayla.t@teachme2.com

Bear Creek Spur Wilkoppies,
Klerksdorp, 2571

Waitron April 2015 – September 2015

Anthony Coetzer, 018 468 1249

Waitron November 2016 – January 2017

Rocco Beukes 082 348 7942

Engel & Völkers 63 & 65 Retief Street,
Potchefstroom, 2531

Show Marketer April 2018 – March 2020

Zubair Kathrada,

Juan Badenhorst,

Professional assistant February 2020 – April 2021

Dieter van Rensburg – 084 702 3900

Professional assistant June 2020 – April 2021

Sias van Rensburg – 079 882 4530

Programmer August 2020 – Present

Carl Venter – 083 291 0434

Videographer, Digital Editing February 2020 – Present

Helandi Moolman – 083 291 0434

Team Assistant, Rentals Manager May 2021 – Present

Beatrice Joubert – 071 674 5673

SKILLS

- EXCELLENT TYPIST 60 – 70 WPM WITH > 95% ACCURACY
- HARD WORKING AND CAPABLE, I PERFORM WELL UNDER PRESSURE
- DEDICATED INDIVIDUAL WITH EXCEPTIONAL ORGANIZATIONAL AND PROBLEM-SOLVING SKILLS
- CAPABLE TEAM LEADER, WITH EXPERIENCE IN PROJECT MANAGEMENT AND PROFESSIONAL PRACTICE
- EXTENSIVE PROGRAMMING AND SIMULATION BUILDING EXPERIENCE,
- INTIMATE KNOWLEDGE OF EXCEL AND ITS HIGHER FUNCTIONALITY [MACROS, VBA PROGRAMMING]
- FLUENT IN ENGLISH AND AFRIKAANS, A NOVICE SETSWANA SPEAKER
- BACKGROUND IN SALES AND MARKETING,
- SOCIAL AND WELL MANNERED, COMFORTABLE AROUND CLIENTS
- CAPABLE OF VIDEO EDITING AND MARKETING
- WELL VERSED IN CUSTOMER RELATIONS
- LABORATORY EXPERIENCE – SYNTHESIS, ANALYSIS OF BASIC INORGANIC- & ORGANIC CHEMISTRY

HOBBIES

- GARDENING, BONSAI KEEPING,
- RESEARCHING TECHNOLOGY
- HANDY WITH TOOLS AND EQUIPMENT,
- PHOTOGRAPHY & VIDEOGRAPHY
- DUNGEONS & DRAGONS – DUNGEON MASTER

CURRENT RESPONSIBILITIES

- GENERAL OFFICE ADMINISTRATION
- SOCIAL MEDIA MANAGEMENT
- OFFICE ACCESS CONTROL
- GOOGLE BUSINESS ADMINISTRATION
- CLIENT RELATIONS MANAGEMENT
- OUTDOOR MARKETING MANAGEMENT
- GENERAL MAINTENANCE MANAGEMENT
- IT & SYSTEMS MANAGEMENT
- PURCHASING & ACQUISITION
- TRAINING
- CLIENT FEEDBACK
- POPIA COMPLIANCE
- PPRA COMPLIANCE
- FICA COMPLIANCE
- EMPLOYEE SCHEDULING



Would you like to see more of my work?

Follow me on social media, visit my website or contact me using any of the following links:

