

MAUREEN DEBORAH ROSSOUW

074 451 3636 | mrossouw216@gmail.com

19 Honeysuckle Place, Eastwood, Pietermaritzburg, 3201

Good Day,

I am a mature female with extensive experience, who is very honest and trustworthy. I have excellent time management and interpersonal skills and can communicate on different levels.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have conducted market analysis of services, prepared the analysis reports, coordinated with the research data team in order to ensure that the data collected are up to date. I managed and lead all communications for agents who attended meetings of creditors for Insolvency matters on my behalf nationally. I acquired the following skills after being retrenched by my former employer.

- Sound knowledge of online media advertising.
- Good interpersonal skills and communication skills.
- Ability to maintain good client relationships.
- Sound knowledge in the service development.
- Sound knowledge of all big matters and the developments thereof.

With an urge to work both independently and as part of a team, who works extremely well under pressure, I am positioned to exceed your expectations.

I am available for any preliminary questions that you may have for me at your earliest convenience. I thank you very much for your time and consideration.

Kind Regards

Maureen Rossouw

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OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. I want to advance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

- **Advocates Chamber's**
24/09/2021 - 15/11/2021
Secretary/PA
Report writing skills, excellent minute taking skills, Lodging and following up on all Cases held at the Magistrate High Court. Administration and preparation of all meeting appointments for Advocate, for cases to be held at the Magistrate's offices nationally. Checking and Attending to all administration. Drafting of all court documentation. Dictaphone typing, emailing, faxing, scanning. Dealing with queries from client's telephonically and via appointments. Stock control and ordering of all stationery for office and preparing payments for stationery purchased. Daily and weekly reconciliation records for all purchases for Advocates Chambers. Appointment journal daily update electronically and manual. (Clio). Ran errands.
- **MTSA**
30 April 2021 - 28 May 2021
Administrator
Handling supply chains & distribution, despatches. Made sure all goods were successfully delivered and on time. Fielding telephone calls, Receiving and directing visitor's. Handling of all administration duties and all HR related queries. Word processing, creating spreadsheets, filing & co-ordination of returned goods. Assisted Senior Administrator with all HR related queries & payroll.
REASON FOR LEAVING:- Contract ended

- **Manci Knoop Financial Services t/a PJS Business Trust**

06/06/2017 - 30/06/2020

Senior Litigation Administrator/ Meetings Co-ordinator/Secretary
Administration of liquidation of companies, estates, movable and immovable.
Preparation of all meetings of creditors for 1st,2nd, general and special meetings at the Master of the High Court & Magistrate's offices nationally.
Checking and Attending to all administration of various sequestrated estates, companies being wound up or placed under provisional Judicial Management.
Checking and attending to all administration of all Form 1(2nd meeting of creditors) and appointments of Trustees/Liquidators and proof of claims.
Checking and attending to all administration of Liquidity of Insolvencies/ Estates and Trusts, from date of appointment. Attending to all registered posting & payments for all 2nd meeting of creditors (Form 1's). All meetings attended and voting in of Liquidator/ Trustee by myself at Masters office Pmb.
Delegation of all meetings of creditors on same day given to correspondence to attend on Liquidator/Trustee behalf. Drafting of all reports for all matters.
Dictaphone typing, emailing, faxing, scanning. Dealing with queries from client's telephonically and via appointments. Stock control and ordering of all stationery for office and preparing payments for stationery. Booking of flights for Managers and myself for meetings and preparing payments. Very strong administrative skills and excellent telephone etiquette. Creative and excellent problem solving skills. Excellent report writing skills and minute taking.
Compiling monthly statistics.

REASON FOR LEAVING- Retrenched

- **Department of Transport**

06 January 2015 - 31 May 2017

Data Capturer/Senior Administration Clerk

Emailing, scanning, faxing. Correct capture of company details on system data base for all tender applications. Administration functions, filing, dealing with public and checking company details are correctly completed and company details are legit. Communication with all applicants pertaining to tender information. Compiling monthly statistics.

REASON FOR LEAVING:- Contract

- **JC Joshua Daycare/Primary School**

4 July 2014 - 5 November 2016

Educator/ Early Childhood Development Care

Worked hand in hand with all staff and learners who needed assistance from social services to non profit organisations. Skills and development projects for learners on importance of proper hygiene. Found creative methods on finding out from learner's when there was a need for assistance as many came from single headed households. Education was the main foundation and key to their success as our children are our future.

REASON FOR LEAVING:- Contract

- **Browne Brodie & Fourie**
15 July 2012 - 28 February 2014
 Conveyancing Secretary
 Execution of all registered matters which include Bond's, Property Transfers. Cancellations, Title Deeds and Ante Nuptial Agreement's. Consulting with agents on a daily basis of all matters registered and Held Over at the Deeds Office. Lodging and following up on all Deceased Estates. Filing and Marking off of all paid matters from agent's. Compiling monthly stats and other conveyance matters. Excellent report writing skills.
 REASON FOR LEAVING:- Resigned
- **Shurlock PI Electronics**
November 2009 - 30 June 2012
 Solder inspector/ Machine Operator
 Building of all electronic components. Testing and passing all end products. Soldering of components to ensure they operate before distribution. Ensuring proper housecleaning protocols are followed and adhered to. Proper and correct wearing of PPE garments. Packing of all finished electronic components for Quality Checks before sent out for distribution.
 REASON FOR LEAVING:- Contract
- **The Master of the High Court**
3 January 2001 - 31 December 2007
 State Accountant/Supervisor/ Senior Administration Clerk/Senior Registry Clerk
 Rendered general clerical support services. Processing payments for beneficiaries in the Guardians Fund Department. Writing of cheques for all beneficiaries. Signatory and Commissioner of Oaths. Reporting and Assisting of completing all documents of deceased estate's, trusts & Insolvencies. Supervise and render financial accounting transactions, verify correctness, capture and update data on the system. Compile payments advices for payment dates Verification of all supporting documents for payment purposes. Verifying all invoices from service provider's. Assisting in audit queries and provide copies of documents when required by auditor's. Safe keeping and filing of all payment advices (Batch processing) Rendering effective filing and record management services. Correct handling of all incoming and outgoing correspondence for distribution to correct departments. Processing of all documents for archiving or disposal. Operating all office machines in Registry and Guardians Fund Department. Reconciliation of relevant accounts. Creative and excellent problem solving skills. Knowledge of financial systems (BAS/PERSAL/LOGIS) Excellent report writing skills, excellent minute taking skills. Training of new staff for all departments. Assisting and presiding over all meetings of creditors. Opening and Binding of new files for Deceased Estates, Trusts, Insolvencies. Safekeeping and filing of all original Will's. Excellent telephone etiquette. Compiling monthly statistics. Stock control/distribution and ordering of all stationery for the office.
 REASON FOR LEAVING:- Retrenched

- **Haythorne Secondary School**

15/01/1999 - October 1999

Voluntary Educator

Skills and development projects for learners. Found creative methods on learner brain stimulation. Preparation of the English language daily for the week. Performed administration duties on all learner information and report accounts on work done. Liase with parents on learner progress. Assisted learners with extra lessons and extra time and assistance for struggling learner's.

REASON FOR LEAVING:- Voluntary Worker

EDUCATION

- **Haythorne Secondary School**

1998

Matric - Grade 12

SKILLS

- Administration, Report Writing, Dictaphone typing Typing 85 wpm, Computers, Telephone etiquette, Switchboard operator skills, Analytical, Numerical skills, Interpersonal skills, Organisational skills, Problem solving, Team building, Decision making, Sales

PROJECTS

- **Gupta's/ Evowood/ Afri Circle**

Secured Gupta matters, mines and estates for liquidation process and secured millions for the company. Led and designed systems for these matters. Afri Circle CC and Evowood CC, just to name a few were some of my biggest matters secured for the liquidator/trustee /business rescue practitioner, whom I got voted in when the matter was heard for the first meeting of creditors at the Master of the High Court (PMB) office. Guided teams in the development process.

REFERENCE

- **Mrs Claudelle Thompson - "The Master of the High Court"**

Chief Registry Clerk

cgregory@justice.gov.za

079 874 6073

- **Mr N Sithole - "Department of Transport"**
Supervisor
082 722 2889
- **Nicky Houghton - "Manci Knoop Financial Services"**
Supervisor
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