

CURRICULUM VITAE
OF
KATHLEEN LOUISA HORN

PERSONAL INFORMATION

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|------------------|--------------------------|
| SURNAME | HORN |
| NAME | KATHLEEN LOUISA |
| DATE OF BIRTH | 03/10/1989 |
| NATIONALITY | SOUTH AFRICAN |
| GENDER | FEMALE |
| MARITAL STATUS | MARRIED |
| DEPENDANTS | ONE |
| TELEPHONE NUMBER | 076 067 0234 |
| EMAIL | kathleenhorn61@gmail.com |
| HEALTH | GOOD |

EDUCATIONAL INFORMATION

QUALIFICATIONS

GRADE 12

RE 5

NQF5 – HIGHER CERTIFICATE IN BANKING

NQF7 CERTIFICATE IN ESTATE ADMINISTRATION

TEFL LEVEL 5

CAREER BIOGRAPHY

COMPANY **HERMAN SWART ATTORNEYS**

PERIOD FROM JANUARY 2008 TO MARCH 2009

SALARY ZAR 1 500.00

DESCRIPTION TYPIST, HELPED AT RECEPTION WHEN NEEDED, FILING AND ADMIN, DEBT COLLECTION

REASON FOR LEAVING BUSINESS CLOSED

COMPANY **DE BEER & SLABBERT ATTORNEYS**

PERIOD MARCH 2010 TO JULY 2010

SALARY ZAR 2 500.00

DESCRIPTION RECEPTION
CASH DEPOSITS
GENERAL OFFICE WORK
DEBT COLLECTION

REASON FOR LEAVING TEMPORARY POSITION

COMPANY **KAREL KAMEELPERD PRESCHOOL**

PERIOD FEW MONTHS IN 2010

SALARY ZAR 1 000.00

DESCRIPTION ASSISTANT

BASIC CARE OF TODDLERS NEEDS
POTTY TRAINING

REASON FOR LEAVING FINANCIAL REASONS

COMPANY **FIRST ONE TO SELL**

PERIOD DECEMBER 2011 TO MARCH 2012

SALARY ZAR 1 500.00

DESCRIPTION RECEPTION
MARKETING

REASON FOR LEAVING FINANCIAL REASONS

COMPANY
PERIOD

STRAUSS ATTORNEYS
NOVEMBER 2013 – 3 FEBRUARY 2017

DESCRIPTION

2013 – 2014 FILING CLERK

2014 – AUGUST 2015
DEBT COLLECTIONS

LITIGATION SECRETARY SEPTEMBER 2015 – FEBRUARY 2017

SALARY

ZAR 4,000.00

REASON FOR LEAVING

FINANCIAL REASONS

COMPANY
PERIOD:

CALVIN CAMPHER - STANDARD BANK
FEBRUARY 2017 – OCTOBER 2020

DESCRIPTION

PERSONAL ASSISTANT

CREATING CUSTOMERS ON CUSTOMER 1ST

UPDATING KYC AND COMPLIANCE ON CUSTOMER 1ST

DRAWING BANK STATEMENTS

COMPLETING STANLIB, LIBERTY, MOMENTUM AND OFFSHORE PROPOSALS, APPLICATIONS AND OTHER NECESSARY PAPERWORK FOR CALVIN TO TAKE TO CLIENTS TO SIGN

ASSISTING WITH FNA AND ROA'S

COMPLETING NECESSARY PAPERWORK AND UPLOADING CASES ON BPM SO THAT COMMISSION GETS PAID OUT

SENDING OF COMMISSION STATEMENTS TO BANK PERSONNEL

COMPLETING INTER ACCOUNT DOCUMENTS BUT NOT CAPTURING PAYMENTS

DRAWING OF ASTUTES

WEEKLY FEEDBACK REPORTS

MAKING APPOINTMENTS FOR CLIENTS

COMPLETING NECESSARY DOCUMENTS THAT CLIENTS REQUEST

SENDING STATEMENTS TO CLIENTS

ATTENDING TO CLIENTS ENQUIRIES

FILING

| | |
|---------------------------|--|
| SALARY | SENDING BOXES TO METROFILE ZAR 8 000.00 (2 MONTHS ONLY R 4 000 DUE TO COVID) |
| REASON FOR LEAVING | FINANCIAL REASONS |
| COMPANY PERIOD: | TRIOFIN CC OCTOBER 2020 - PRESENT |
| DESCRIPTION | <p>ADMIN ASSISTANT</p> <p>ASSISTING WITH GETTING THINGS READY FOR FUNCTIONS/MEETINGS (SNACKS & COFFEE, SETTING TABLES ETC)</p> <p>COMPLETING ESTATE LATE REPORTING DOCUMENTS</p> <p>GETTING DOCUMENTATION READY FOR REPORTING AS WELL AS SUBMISSION OF L&D</p> <p>CAPTURING OF ESTATE LATE BANKSTATEMENTS ON EXCEL</p> <p>ESTATE LATE QUERIES AND FOLLOW UPS</p> <p>ADMIN SUCH AS SAVING OF EMAILS, TELEPHONE CALLS, TYPING NOTES</p> <p>FEEDBACK TO HEIRS</p> <p>STATEMENT AND EXCEL SPREADSHEET FOR INVESTMENT REVIEWS</p> <p>APPLICATION AND FAIS DOCUMENTS FOR NEW INVESTMENTS OR FUND SWITCHES</p> <p>PERUSAL OF DOCUMENTS FOR SPELLING OR GRAMMAR ERRORS</p> |
| SALARY | ZAR14 000 |