



# ANTOINETTE DU PREEZ

## — Work Experience —

### **AANDMYMERING TUISVERSORGING | 2024 - PRESENT**

Home Carer / Caregiver

- Provided compassionate in-home care and support to elderly patients, assisting with daily living activities, comfort, and overall wellbeing. Helped with care planning, monitored patient needs, maintained accurate records, and ensured a safe, respectful, and patient-centred environment. Worked closely with families and healthcare professionals to deliver reliable and dignified care.

### **Kaap Agri | 2018 - 2024**

Head of Admin

- Admin, Planning, Organizing, Control of work on hand, Time Management, Risk Management, Problem Solving, Admin Meetings, Filing, Switchboard, Data Processing, Data Capturing, Daily, Weekly & Monthly Reports, Asset Management/fleet, Petty Cash, Daily Cash Up, Salaries Control, Auditing Invoices, Stock Balance Sheets, Debtors, Adhere to policies and regulations, Staff Appraisals, Staff Management, Preparing Budget, Training Staff, Update executive on business performance

### **Mondear Eco School | 2014 - 2018**

Administration

- Debtors, Stand in Cashier, Admin Meetings, Problem Solving, Risk Management, Admin, Time Management, Nursing duties - General and Special needs children, Canteen Manager

### **Kitshoff & Associates | 2007 - 2014**

Debt Collector

- Debt Collection, Managing staff, Manage arrear accounts financed by several banks, repossession of bank financed vehicles, doing work for lawyers like court orders and working with the sherrifs of the court

### **Bears Vredenburg | 1998 - 2007**

Assistant Manager

- Debtors, Cashier, Managing of staff, Invoicing, Balance Sheets, Stock Control

### **Sassar Old Age Home | 1990 - 1998**

Assistant Nurse

- General Nursing Duties and intensive nursing of elderly (Frail Care)

### **Uitsig Old Age Home | 1998 - 1990**

Assistant Nurse

- General Nursing duties and intensive nursing of elderly (Frail Care)

I am a dedicated professional with a nursing, administration, health, safety, and First Aid background. Skilled in communication, teamwork, task prioritization, time management, accuracy, and patient-centered care delivery.

## Certificates

- Council of Debt Collectors
- Auxiliary Nurse - 13323076
- Counter Training (Internal Course)
- Administration 1 & 2
- Agrismart (System)
- Health & Safety
- First Aid

## Languages

Afrikaans & English

## IT Skills

- Microsoft Office - Excel, Word, PowerPoint, Outlook & Teams
- Agrismart
- SAP

**REFERENCES AVAILABLE  
ON REQUEST**

SCAN ME



*Thank  
you*



Grabouw



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