



SANJA KOTZE

About

Experience Bookkeeper, Trainer and Project manager, with over 10 years of experience in Pastel Accounting Training, Accounting up to Balance sheet, Payroll Administrator and Trainer and Project Management in the Building industry. Skilled in Pastel accounting and Excel.

Education

Institute of Certified Bookkeepers

ICB – Financial Accounting
2015 - 2016

Pastel Accounting

Certified Trainer
Pastel Accounting
Pastel Partner
Pastel Xpress
Pastel Cloud
Pastel Payroll Trainer
Pastel Payroll Administrator
2006 - 2018

Experience

Pastel Certified Trainer

About it – 2005 - 2007

Varsity College – 2007 – 2012

Product Training

Complete Accounting

Co-Owner – Training Centre

2012 - 2016

Product Training

Onsite Support

Ziyawa Forestry CC

Project Manager – Building Project
Manager/ Bookkeeper / Stock Controller

2016 - 2017

Ready Mix Concrete Provider

Ordering all Material and supplying ready mix to
supply Mafula Mall Building project

Building Project – Sundowner Gym Piet Retief

Skills

Building Project – Sundodwner Lodge 2 x
Honeymoon Suites

Strong knowledge in Accounting

Excellent communication skills

Attention to detail

Ability to collaborate effectively

Providing a high-quality product

Robert Skinner Construction

Site Administrator – Building Project Maokeng
Mall

2019 - 2020

Ordering Stock

Shop Handovers

Quality Control

Maximus Construction

Site Foreman – Engen Maokeng

2020

- Create and maintain a construction schedule with project goals in mind.
- Hire, train, supervise, and assign tasks to crew members.
- Ordering Measuring All stock from Drawings and Schedules
- Consult regularly with property owners, tenants, and other major stakeholders.
- Quality Control
- Fire department Certificates, Counsel Certificates all Forms and COC
- Bookkeeping to Balance Sheet, Salaries, VAT

Mint Fresh Trading 101

Site Forman – Pretoria Revamp

2 Self catering Units

2021 - 2022

- Create and maintain a construction schedule with project goals in mind.
- Hire, train, supervise, and assign tasks to crew members.
- Ordering Measuring All stock from Drawings and Schedules
- Consult regularly with property owners, tenants, and other major stakeholders.
- Quality Control
- Bookkeeping to Balance Sheet, Salaries, VAT

Mint Fresh Trading 101

Site Forman – Frankfort

4 Self catering Units

Frankfort School Gym

2022 - 2023

- Create and maintain a construction schedule with project goals in mind.
- Hire, train, supervise, and assign tasks to crew members.

- Ordering Measuring All stock from Drawings and Schedules
- Consult regularly with property owners, tenants, and other major stakeholders.
- Quality Control
- Fire department Certificates, Counsel Certificates all Forms and COC

Maximus Construction

Site Forman/ Clark of Woks

Project: Engen New Castle

2023

- Create and maintain a construction schedule with project goals in mind.
- Hire, train, supervise, and assign tasks to crew members.
- Ordering Measuring All stock from Drawings and Schedules
- Consult regularly with property owners, tenants, and other major stakeholders.
- Quality Control
- Fire department Certificates, Counsel Certificates all Forms and COC

Maximus Construction

Site Forman/ Clark of Woks

Project: Lambton Gardens

2023 - 2024

- Create and maintain a construction schedule with project goals in mind.
- Hire, train, supervise, and assign tasks to crew members.
- Ordering Measuring All stock from Drawings and Schedules
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- Quality Control
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