

Raeven Oosthuizen

I'm an experienced Remote Property Manager with over eight years in Body Corporate administration. I'm skilled in managing day-to-day property operations, handling client communications, and keeping everything running smoothly behind the scenes. My hospitality background has strengthened my people skills and attention to detail, helping me deliver reliable, high-quality support in every task.



Skills and Experience

Technical skills & Software tools

- Microsoft Office & G-Suite
- Alto
- Fixflo
- Payprop
- Reapit
- RentProfile
- Rightmove

Professional skills

- Property Portfolio Management
- Lettings Administration
- Budgeting
- Email & Diary Management
- Event Planning

Industry Experience

- Property & Real Estate
- Entertainment & Event Management

Work Experience

Remote Property Manager

Seamless
Sep 2025 - Present

- ▀ Providing tailored remote property management to businesses in the UK markets.

Remote Property Administrator

Worldwide VA
Mar 2024 - Sep 2025

- ▀ Handle end-to-end lettings administration, including listing properties, managing applications, and coordinating move-ins.
- ▀ Maintain property compliance across all units, including Gas Safety, EICR, and EPC certifications.
- ▀ Schedule and oversee midterm inspections and maintenance works, ensuring timely completion.
- ▀ Manage tenancy renewals, payments, and records using PayProp and other property management systems.
- ▀ Support senior property managers with diary management, reporting, and client communications.

Property Manager

Dormehl Property Group
Jun 2023 - Feb 2024

- ▀ Managed a diverse portfolio of body corporates, overseeing financial planning, maintenance, and compliance with CSOS.
- ▀ Prepared and presented financial management reports, ensuring transparency and accountability for trustees and owners.
- ▀ Coordinated and facilitated Annual General Meetings (AGMs), including documentation and minute-taking.
- ▀ Supervised caretakers and on-site staff, ensuring quality standards and timely task completion.
- ▀ Oversaw budgeting, debt recovery, and payment approvals while maintaining positive relationships with vendors and residents.
- ▀ Conducted regular site inspections and compiled detailed reports to address maintenance and operational needs.

Property Manager

Forsrops Properties
Mar 2020 - Dec 2023

- ▀ Managed multiple body corporate portfolios, ensuring compliance, operational efficiency, and tenant satisfaction.
- ▀ Prepared and distributed financial management reports, tracking expenditures and budgeting for each property.
- ▀ Oversaw maintenance and repair schedules, liaising with contractors and service providers for timely resolution.
- ▀ Coordinated AGMs and supported trustees with documentation, communications, and follow-ups.
- ▀ Supervised staff, monitored performance, and provided guidance to ensure smooth operations.
- ▀ Conducted site inspections and delivered actionable reports to maintain high standards across properties.

Property Manager

Dormehl Property Group
2015 - 2019

- ▀ Oversaw financial planning and portfolio management for multiple body corporates, ensuring transparency and accountability.
- ▀ Reviewed payments, processed invoices, and monitored budgets to achieve financial goals.
- ▀ Coordinated AGMs and liaised with owners, trustees, and stakeholders to provide clear communication and reports.
- ▀ Planned and oversaw repairs and maintenance, ensuring all work met compliance and quality standards.
- ▀ Managed caretakers and on-site staff, assigning tasks and monitoring performance.
- ▀ Conducted regular inspections and prepared reports to support strategic property decisions.

Events Manager

Calissa Lodge
2014 - 2015

- ▀ Planned, coordinated, and executed a variety of events and functions, ensuring smooth operations from start to finish.
- ▀ Liaised with clients to understand their needs, providing tailored event solutions and exceptional service.
- ▀ Oversaw catering logistics, venue setup, and supplier coordination to ensure high-quality delivery.
- ▀ Managed guest communication, bookings, and post-event processes efficiently.
- ▀ Maintained high standards of presentation, time management, and client satisfaction throughout each event.

Education & Certifications



Hospitality Management

International Hotel School