



Vonita Hamilton

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a certificate in Debt Counseling, a Supervisor Certificate, Computer Literate and Matriculated, I have NQF level 4. I did normal office work including approving loans, affordability, credit checks, ledgers for head office, typing of documents, calling customers, invoices, Debt Collecting, Manager over 6 offices and employees. I am a hard worker and fast learner.

Preferred occupation Manager at Financial Institute
Administrative jobs

Preferred work location Humansdorp
Eastern Cape

Contacts and general information about me

Day of birth 1970-03-15 (54 years old)
Gender Female
Residential location Humansdorp
Eastern Cape
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2012.07 iki 2019.09**
Company name Portel Finance
You were working at: Finance managers
Occupation Manager
What you did at this job position? I did normal office work including approving loans, affordability, credit checks, ledgers for head office, typing of documents, calling customers, invoices, Debt Collecting, Manager over 6 offices and employees.

Education

Educational period **nuo 1985.01 iki 1987.11**
Degree Grade 12 / Matric

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	very good
English	very good	very good	very good

Computer knowledge

Windows
Microsoft Office/Word/Excel/Powerpoint
Outlook
Adobe

Conferences, seminars

2015 Debt Counselor Course in Port Elizabeth

Recommendations

Contact person	Mr Kobus Oosthuizen
Occupation	Previous Employer
Company	Portel Finance
Telephone number	0824572315

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-11-00 (14 years)
Salary you wish	6000 R per month