



Sonja Van Den Berg

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have extensive experience in the Admin, Data Capturing, Secretarial, Reception, Personal Assistance and Cash Handling sectors. I know the meaning of responsibility, diligence and being proud of the quality of work that I deliver.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kathu Northern Cape
	Kuruman Northern Cape

Contacts and general information about me

Day of birth	1978-12-26 (45 years old)
Gender	Female
Residential location	Kathu Northern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.03 iki 2020.12
Company name	The DMN Family Trust
You were working at:	Administrators
Occupation	Portfolio Administrator
What you did at this job position?	Debtors Control. Credit Control. Detailed Filing. Data Capturing on MDA Property Manager. Drawing-up of Leases, Addendums and Renewals.

Education

Educational period	nuo 1992.01 iki 1996.12
Degree	Grade 12 / Matric
Educational institution	Wessel Maree Secondary School
Educational qualification	Matric

Languages

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

Computer knowledge

Microsoft Office, MDA Property Manager, Pastel Accounting

Recommendations

Contact person	Brendon Pappin
Occupation	Trust Manager
Company	The DMN Family Trust
Telephone number	0514064950

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
Salary you wish	15000 R per month