



# 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 (55 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 (15 years)
Salary you wish	6000 R per month