



# 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 (46 years old)
Gender	Female
Residential location	Kathu Northern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.03 iki 2020.12</b>
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	<b>nuo 1992.01 iki 1996.12</b>
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 ≤ 3,500kg
Salary you wish	15000 R per month