



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 (47 years old)

Residential location Kathu
Northern Cape

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [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 ≤ 3,500kg
Salary you wish	15000 R per month