



# Sonja De Kock

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Hi, I am looking for an environment that is creative, busy and organized. I enjoy people interaction.

I can multitask and love being on the go.

I have a tremendous amount of skills.

Detail-oriented professional with a proven track record in managing office operations and maintaining compliance with environmental and health and safety regulations. Excel at resolving employer challenges with innovative solutions, systems and process improvements that increase efficiency, customer satisfaction and the bottom line. Experienced in managing projects and leading teams, adept at completing all tasks efficiently and effectively with a focus on safety file updates and building maintenance. Proficient in conducting risk assessments, developing and implementing policies and procedures, and providing training and guidance to staff members on E&HS matters. Possess a strong work ethic, attention to detail, and a commitment to excellence to every task.

### Areas of Expertise

- ◆ General Administration
- ◆ EH&S Coordinator
- ◆ Security Management
- ◆ Job Receipting & Invoicing
- ◆ Audit & Inspections
- ◆ Risk Assessment
- ◆ Payment Processing
- ◆ Facility Maintenance
- ◆ Procurement

Preferred occupation      Production coordinator  
Administrative jobs

Preferred work location      Cape Town  
Western Cape

## Contacts and general information about me

Day of birth      1969-04-18 (56 years old)

Gender      Female

Residential location

Cape Town  
Western 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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#### **Additional information**

Salary you wish

25000 R per month

How much do you earn now

28100 R per month