



# Sonia Koenig

Curriculum Vitae (CV)

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

I am a all rounder and learn quick.

Most of my work experience is what I've learn at the various companies I've worked at/for.

All round team player.

Preferred occupation **Personal assistant**  
Administrative jobs

Preferred work location **West Suburbs**  
KwaZulu-Natal

## Contacts and general information about me

Gender Female

Residential location **West Suburbs**  
KwaZulu-Natal

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 2011.02 iki dabar**

Company name Sanitech

Occupation Admin Assistant - Finance Department

What you did at this job position? Support/Assist all departments when required Month End Imports for all the branches, Assets Movements (Toilets), Complete Credit Applications, Download Bank Statements for Debtors dept., Check Petty Cash for Reimbursements (Branches), Issue PO Number for Leased Vehicle Repairs, Part of the Health & Safety Committee, Relieve/Stand in at Switchboard when necessary, Travel Arrangements (back up), Data Capture, Shop for Office Groceries, General filing, printing, binding etc

Working period	<b>nuo 2009.12 iki 2011.01</b>
Company name	SaniKleen
Occupation	PA to Director & Receptionist
What you did at this job position?	Manage directors diary and appointments, Typing up and checking time sheets, Liaise with customers and suppliers, Follow up on outstanding orders, Arrange for courier to collect orders, Data capturing (absenteeism's), Take notes during meetings, Typing Quotes/Letters, Reconcile fuel reports, Running errands (banking, driving staff to sites), Ordering office supplies (stationary, groceries), Answering Telephone/screen calls, Taking messages, Filing, faxing, photocopying, scanning, Assist with customer service and sales, Instruct casual staff on what needs to be done

### **Education**

Educational period	<b>nuo 1993.12 iki dabar</b>
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### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### **Computer knowledge**

MS Word, Excel, Internet, Email

Power Point (self taught; basics)

ACCPAC (in-house at Sanitech)

### **Additional information**

Your hobbies	Volunteer at animal rescue centers Scuba Dive Crafts
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-04-00 (23 years)
Salary you wish	13000 R per month
How much do you earn now	11602 R per month