

CAPABILITY STATEMENT

Sonja Czora



Business Support Officer

CONTACT DETAILS

1300 746 466
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9 Strickland Street
Clare SA 5453

QUALIFICATIONS

- Certificate III Business Administration (Legal)
- Certificate II Retail Operations
- Certificate I Retail Operations

Sonja is a part of the business support team in the Pinion Advisory Clare office and the friendly face in reception.

She brings to Pinion Advisory her extensive experience over many years in various office settings, utilising her administrative and management skills, and is passionate about delivering excellent customer service.

Sonja is also part of the grain marketing team, helping to deliver timely grain prices and assist with grain transfers.

She has strong organisational skills and excellent attention to detail, using her strengths in grammar and spelling to ensure accuracy.

Areas of expertise

- Data entry
- MYOB accounting
- Communication and customer service
- Office management
- Accounting and bookkeeping
- Grain marketing distribution
- Reception and administration support
- Meeting venue, travel & accommodation bookings for consultants

Professional experience

- Pinion Advisory – Business Support, October 2020-present
- MacKenzie Homes & Commercial – Receptionist & Office Administration, 2020
- Ford McCarthy & Associates (Accountants) - Bookkeeper and Taxation Officer, 2018-2020
- Australia Post – Postal Services Officer and Postal Manager, 2002 to 2018