



Ntwanano Lorraine Ngobeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a Certificate in ICT Office Professional, currently enrolled for a Certificate in Bookkeeping and 5 Years' experience in the related field.

Specifically I have achieved the following skills in my current position

Answering the phone

Handling branch problems

Student queries

Bookkeeping

Recording payments

Banking

Doing presentations for new clients

I believe the position gives me the career responsibility and growth I seek, while contributing to the company's strategic\business outcomes.

Preferred occupation	Data capturers Administrative jobs
	Receptionist Administrative jobs
	Bookkeeper Administrative jobs
Preferred work location	Tzaneen Limpopo

Contacts and general information about me

Day of birth	1986-06-18 (39 years old)
Gender	Female
Residential location	Tzaneen Limpopo
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 2005.01 iki 2020.11
Company name	Avuxeni Computer Academy
You were working at:	Data capturers
Occupation	Office Assistant
What you did at this job position?	Answering the phone Handling branch problems Student queries Bookkeeping Recording payments Banking Doing presentations for new clients

Education

Educational period	nuo 2008.01 iki 2013.12
Degree	Certificate
Educational institution	UNISA
Educational qualification	NHCert: Accountin
I could work	not completed
Educational period	nuo 2014.06 iki 2014.12
Degree	Certificate
Educational institution	Avuxeni Computer Academy
Educational qualification	ICT Office Professional
I could work	data capturer, admin clerk, office assistant, filling clerk
Educational period	nuo 2020.02 iki dabar
Degree	Certificate
Educational institution	CSL Leraning Istitute
Educational qualification	Certificate: Bookkeeping
I could work	bookkeeper, finance clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
Sepedi	fluent	fluent	very good
Tshivenda	good	good	good

Computer knowledge

- Internet and Email
- Ms Access
- Ms Publisher
- Ms Projects
- QuickBooks

• Basic computer skill**Recommendations**

• Ms Word	Unarine Rathogwa
Contact person	
• Ms Excel	Training Manager
Occupation	
• Ms PowerPoint	Avuxeni Computer Academy
Company	
Telephone number	073 410 2245
Email address	una@avuxeni.co.za
Contact person	Felicia Baloyi
Occupation	Mentor
Telephone number	063 131 3558

Additional information

Your hobbies	reading, writting
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-09-00 (12 years)
Salary you wish	7000 R per month
How much do you earn now	4000 R per month