



Ntokozo Mkhungo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office administration job, I worked for school inkonkoni primary school for 3 years as a clerk . I have a office admin experience of over 3 years working in office environments. I have computer literacy I can do all office duties such as sending emails and reply on incoming emails, telephone etiquette, words, excel, and PowerPoint.I well trained how to welcome the visitors and direct them to the right place.

I also have marketing management qualifications, I know how to sell a product to customers and advertise, I have customers service experience I work as customer service agent at mtn call center for about 3 years I know how to solve customers enquiries and problems. How to make them cool when they are irate.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-01-10 (30 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.03 iki 2018.12
Company name	Inkonkoni primary school
You were working at:	Administrators
Occupation	Office administrator
What you did at this job position?	Office duties

Working period **nuo 2019.04 iki 2020.12**
 Company name CCI CALL CENTER MTN
 You were working at: Agents
 Occupation Customer service
 What you did at this job position? Receiving incoming calls

Education

Educational period **nuo 2012.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Enaleni high school
 Educational qualification Matric certification
 I could work For any company

Educational period **nuo 2015.02 iki 2015.12**
 Degree Certificate
 Educational institution Avuxeni computer academy
 Educational qualification Computer literacy
 I could work For any company as office administrator

Educational period **nuo 2016.01 iki 2017.12**
 Degree Certificate
 Educational institution Durban campus College
 Educational qualification Marketing management
 I could work Any company

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	fluent	fluent
isiXhosa	good	very good	good

Computer knowledge

Words
 Excel
 PowerPoint
 Outlook
 Typing

Conferences, seminars

Nonhle Ndlovu
Inkonkoni p. S principal
Umlazi D 523 Thabo Morena Rd 4031
0618828089

Recommendations

Contact person	0618828089
Occupation	School principal
Company	Inkonkoni primary school
Telephone number	0618828089

Additional information

Your hobbies	Sports clubs Teams Membership of societies Travelling Reading and writing
Driver licenses	None
Salary you wish	9000 R per month
How much do you earn now	4000 R per month