

Ntokozo Mkhungo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have office admin experience, and computer skills. Filling, ms words, excel, and PowerPoint outlook, data capture, and telephone etiquette.

"I've been working as an administrative assistant for three years. At my current job in the finance department of a midsize company, I handle scheduling, meeting and travel planning for four executives and 20 staff members. I also help prepare correspondence, presentations and reports.

Preferred occupation Data capturers
Administrative jobs

Contacts and general information about me

Day of birth 1994-01-10 (32 years old)

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Additional information

Salary you wish 8000 R per month

How much do you earn now 4700 R per month