



# 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

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1994-01-10 (31 years old)

Gender    Female

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