



# Nokhanyo Mntsokobha

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a vibrant lady who is willing to gain more experience/grow in a company and hoping to find a permanent/stable job.

Preferred occupation

Receptionist  
Administrative jobs

Cashiers  
Retail, store jobs

Data capturers  
Administrative jobs

Switchboard operator  
Administrative jobs

Preferred work location

Queenstown  
Eastern Cape

Cape Town  
Western Cape

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth

1995-12-24 (30 years old)

Gender

Female

Residential location

Cape Town  
Western Cape

Telephone number

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

Email address

Information is available only for registered users.  
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## Work experience

Working period	<b>nuo 2019.10 iki 2021.08</b>
Company name	Netcampus
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	<ul style="list-style-type: none"> <li>• Answering of calls</li> <li>• Admin work</li> <li>• Exams, Test Centre administration exam written and passed</li> <li>• Exam Proctoring</li> <li>• Project Admin etc.</li> </ul>

### **Education**

Educational period	<b>nuo 2016.01 iki 2017.06</b>
Degree	Certificate
Educational institution	College of cape town
Educational qualification	N6 Business management
I could work	yes

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	fluent	fluent	fluent
English	very good	fluent	fluent

### **Computer knowledge**

Microsoft office
PowerPoint
Adobe

### **Recommendations**

Contact person	Mary Carelse
Occupation	Branch manager
Company	Netcampus
Telephone number	0218310550

### **Additional information**

Your hobbies	Reading claening
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	5500 R per month