



Nokhanyo Mntsoke

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	nuo 2019.10 iki 2021.08
Company name	Netcampus
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	• Answering of calls • Admin work • Exams, Test Centre administration exam written and passed • Exam Proctoring • Project Admin etc.

Education

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

Languages

Language	Speaking level	Understanding level	Writing level
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