



Zikhona Ntlathi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administrative job, since i have completed Management Assistant so i would like to do my practical so that i can get my diploma after.

I am ambitious female who is prepared to achieve the desired goals of the job description. I can consider myself as a hard worker, self-motivated and goal orientated individual who is always looking for a challenge to enhance my skills and knowledge. I also like to interact with other people and adapt easily to different kinds of environment. I have good communication skills, I can work under pressure and I am willing to learn new things.

Preferred occupation	Administrative jobs
Preferred work location	Cape Flats Western Cape

Contacts and general information about me

Day of birth	1994-02-26 (31 years old)
Gender	Female
Residential location	Cape Town Western Cape
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

Company name	College of Cape Town
You were working at:	Receptionists
Occupation	intern
What you did at this job position?	<ul style="list-style-type: none"> • Answering telephone calls and keep on checking emails. • Print tests • Preparing agenda for meeting • Taking minutes of the meeting • Assisting with the registration • Count stock, • Requesting quotes, • Requisition for order • Uploading marks on ITS and • Preparing the venue for orientation.

Education

Educational period	nuo 2019.01 iki 2020.12
Degree	Certificate
Educational institution	COLLEGE OF CAPE TOWN
Educational qualification	N6 MANAGEMENT ASSISTANT
I could work	ADMIN ASSISTANT, DATA CAPT

Additional information

Salary you wish	5000 R per month
How much do you earn now	4000 R per month