



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 (30 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