

# Vuyokazi Kota

Curriculum Vitae (CV)

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

I am looking for an Administrator job. I offer more than 18yrs working working experience in different fields. My positive points is that I am dependable and highly professional. I work well in a group and independently.

Preferred occupation Administrators

Administrative jobs

Preferred work location Cape Town

Western Cape

### Contacts and general information about me

Day of birth 1979-10-28 (46 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.

<u>Sign in</u>

## Work experience

Working period nuo 2022.04 iki 2024.01

Company name Pam Golding Property

You were working at: Building manager

Occupation Receptionist/Administrator

What you did at this job position? I check payments, control the switchboard, book boardrooms,

allocate building keys

#### **Education**

Educational period **nuo 1999.01 iki 2000.11** 

Degree Certificate

Educational institution Cape Town University of Technology
Educational qualification Business Administration certificate

I could work As a general administrator

Languages			
Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Additional information			
Your hobbies	I read a lot of books		
Driver licenses	None		
Salary you wish	23000 R per month		
How much do you earn now	18000 R per month		