



Ntokozo Matshaya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am in search for administrative work, an environment where I can challenge myself and grow with the company.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1996-10-25 (29 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| Email address | Information is available only for registered users. Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2017.12 iki 2018.01 |
| Company name | Randburg dental practice |
| You were working at: | Administrators |
| Occupation | Front desk |
| What you did at this job position? | Answered call, made bookings, capturing , Keeping the space immaculate, attending to customers and enquiries |
| Working period | nuo 2022.06 iki 2022.12 |
| Company name | Soweto cricket hub |
| You were working at: | Administrators |
| Occupation | Administrator |
| What you did at this job position? | Make booking, capturing, making newsletters, responding to emails , taking minutes |

| | |
|------------------------------------|--|
| Working period | nuo 2023.02 iki 2023.12 |
| Company name | Hlakaniphani primary school |
| You were working at: | Teachers |
| Occupation | Education assistant |
| What you did at this job position? | Monitor class behaviour, provide emotional support, accompany my class to the toilet and sanitize as mandatory, assist in finding easier methods to understand the curriculum, distribute worksheets and tests |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2015.02 iki 2020.12 |
| Degree | Degree |
| Educational institution | University of Johannesburg |
| Educational qualification | BA Humanities |
| I could work | Any sector that requires analysis and a creative |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | very good | very good |
| Setswana | very good | good | good |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Music Dancing Working out Cooking Playing the drums Doing hair Discovering new hobbies |
| Driver licenses | None |
| Salary you wish | 7000- 10 000 R per month |
| How much do you earn now | R4100 R per month |