



Caroline Ntozake

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any position but in the administration sector,i have never worked before,still finishing my diploma in office arministration at boston city campus ,i am patient,good with people,self driven,hardworking,work under pressure,fast learner,i also did general management at boston

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1989-07-18 (36 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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Education

Educational period **nuo 2006.01 iki 2008.11**
Degree Grade 12 / Matric
Educational institution Ikwezi Technical School
Educational qualification certificate
I could work as an administrator

Educational period **nuo 2012.02 iki 2013.12**
Degree Certificate
Educational institution Boston City Campus
Educational qualification General Management
I could work as a bookkeeper

Educational period	nuo 2014.01 iki 2017.09
Degree	Diploma
Educational institution	Biston City Campus
Educational qualification	Office Administration
I could work	as an administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Excel,Windows,Internet,Office

Recommendations

Contact person	Monica Liwani
Occupation	Student Advisor
Company	Boston City Campus

Additional information

Your hobbies	Reading,writing,watching tv,singing
Driver licenses	None
Salary you wish	15 000 R per month