



# Ntwanano Lorraine Ngobeni

Curriculum Vitae (CV)

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

I have a Certificate in ICT Office Professional, currently enrolled for a Certificate in Bookkeeping and 5 Years' experience in the related field.

Specifically I have achieved the following skills in my current position

Answering the phone

Handling branch problems

Student queries

Bookkeeping

Recording payments

Banking

Doing presentations for new clients

I believe the position gives me the career responsibility and growth I seek, while contributing to the company's strategic\business outcomes.

Preferred occupation

Data capturers  
Administrative jobs

Receptionist  
Administrative jobs

Bookkeeper  
Administrative jobs

Preferred work location

Tzaneen  
Limpopo

## Contacts and general information about me

Day of birth 1986-06-18 (38 years old)

Gender Female

Residential location Tzaneen  
Limpopo

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Work experience**

Working period **nuo 2005.01 iki 2020.11**  
 Company name Avuxeni Computer Academy  
 You were working at: Data capturers  
 Occupation Office Assistant  
 What you did at this job position? Answering the phone Handling branch problems Student queries Bookkeeping Recording payments Banking Doing presentations for new clients

**Education**

Educational period **nuo 2008.01 iki 2013.12**  
 Degree Certificate  
 Educational institution UNISA  
 Educational qualification NHCert: Accountin  
 I could work not completed

Educational period **nuo 2014.06 iki 2014.12**  
 Degree Certificate  
 Educational institution Avuxeni Computer Academy  
 Educational qualification ICT Office Professional  
 I could work data capturer, admin clerk, office assistant, filling clerk

Educational period **nuo 2020.02 iki dabar**  
 Degree Certificate  
 Educational institution CSL Leraning Istitute  
 Educational qualification Certificate: Bookkeeping  
 I could work bookkeeper, finance clerk

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
Sepedi	fluent	fluent	very good
Tshivenda	good	good	good

**Computer knowledge**

- Internet and Email
- Ms Access
- Ms Publisher
- Ms Projects
- QuickBooks

• Basic computer skill  
**Recommendations**

• Ms Word Contact person	Unarine Rathogwa
• Ms Excel Occupation	Training Manager
• Ms PowerPoint Company	Avuxeni Computer Academy
Telephone number	073 410 2245
Email address	una@avuxeni.co.za
Contact person	Felicia Baloyi
Occupation	Mentor
Telephone number	063 131 3558

**Additional information**

Your hobbies	reading, writting
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-09-00 (11 years)
Salary you wish	7000 R per month
How much do you earn now	4000 R per month