



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.
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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 (10 years)
Salary you wish	7000 R per month
How much do you earn now	4000 R per month