



Ntokozo Mkhungo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have office admin experience, and computer skills. Filling, ms words, excel, and PowerPoint outlook, data capture, and telephone etiquette.

"I've been working as an administrative assistant for three years. At my current job in the finance department of a midsize company, I handle scheduling, meeting and travel planning for four executives and 20 staff members. I also help prepare correspondence, presentations and reports.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-01-10 (30 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	8000 R per month
How much do you earn now	4700 R per month