



# Thokozile Tshangana

Curriculum Vitae (CV)

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

Administration/Clerical

Hardworker

Team worker

Attention to Details

Go-getter

Responsible, Reliable

Preferred occupation

Administrators  
Administrative jobs

Preferred work location

Northern Suburbs  
Western Cape

Cape Town  
Western Cape

## Contacts and general information about me

Gender

Female

Residential location

Northern Suburbs  
Western Cape

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 2014.04 iki 2020.03**

Company name

Reach Make it Skills Academy

You were working at:

Receptionists

Occupation

Administrator

What you did at this job position?

Answering calls and taking messages, Registration, Data capturing, Filling, Opening files, Emails and Internet, Ordering Stationery Scanning documents and all other admin duties

## Education

Educational period	<b>nuo 2009.03 iki 2009.06</b>
Degree	Certificate
Educational institution	Conway Training Academy
Educational qualification	Office Administration
I could work	Well in a team, under pressure and meet deadlines

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	very good	very good

### Computer knowledge

Ms Office Word  
MS office Excel  
MS office Powerpoint  
Ms Office Access  
Internet and Emails

### Recommendations

Contact person	Mr Humphrey Joseph
Occupation	Manager
Company	Reach Make it Skills Academy
Telephone number	0214185062
Email address	info@reachmakeit.co.za

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-11-00 (12 years)
Salary you wish	10000 R per month
How much do you earn now	8500 R per month