



# Shekina Khoza

Curriculum Vitae (CV)

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

I am capable of handling multiple tasks on a daily basis. I use a creative approach to solve problems and I am always on time for organised events, work-related or otherwise. Coming up with innovative ideas. I am motivated to work at my full capacity. I am reliable, organised and excellent at provide imaginative solutions. I am flexible in my working hours, being able to work evenings and weekends. Always energetic and eager to learn new skills. I have experience working as part of a team and individually. I am approachable and have excellent communication skills, verbal and written.

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      2003-11-24 (20 years old)  
Gender    Female  
Residential location                              Johannesburg  
Gauteng  
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 2017 iki 2021**  
Degree    Grade 12 / Matric  
Educational institution                              The Hill High School  
Educational qualification                              NSC

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

## Computer knowledge

to use Microsoft Office (MS Word, Excel, PowerPoint, Database) as well as HTML. I am computer literate, familiar with Windows OS.

I took computer application technology (CAT) for three years and have acquired knowledge on how

**Additional information**

Your hobbies	I enjoy learning and/or enhancing skills and information Reading and writing
Driver licenses	None