



# Katie Mintoor

Curriculum Vitae (CV)

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

I would like to work in a office space with other people i am looking for a job in the admin department to gain more experience in the field.

Iam a humble hardworking person who is always wiling to learn new things i am a fast learner and always available for new opportunities. Iam wiling to relocate anytime.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Gender	Female
Residential location	Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.05 iki 2018.10</b>
Company name	Eastcape Midlands TVET College
You were working at:	Data capturers
Occupation	Marketing Intern
What you did at this job position?	I was marketing the college on social media and i attended to student enqueries i attended school expos with my supervisor and captured the data we collected from the different schools.

Working period **nuo 2019.05 iki 2021.10**  
 Company name Pepstores  
 You were working at: Shop assistants  
 Occupation Cashier  
 What you did at this job position? I was making sales and assisting customers with what they want i was also working on the floor unpacking boxes and filling up the shop

**Education**

Educational period **nuo 2012.01 iki 2014.12**  
 Degree Grade 12 / Matric  
 Educational institution Eastcape Midlands TVET College  
 Educational qualification Office Administration level 4  
 I could work In any Admin Department

Educational period **nuo 2015.01 iki 2016.06**  
 Degree Certificate  
 Educational institution Eastcape Midlands TVET College  
 Educational qualification Management Assistant N6  
 I could work In any Admin Department

**Languages**

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

**Computer knowledge**

I have knowledge of the whole office suit because it was part of the course i did.

**Conferences, seminars**

I was doing my Internship right after my management assistant course and that is where i gained my 1st work experience after my studies. What i need now is a job in the admin department so that i can qualify for my diploma.

**Additional information**

Your hobbies Reading  
 Writing  
 Cooking  
 Driver licenses None  
 Salary you wish 10 000 R per month  
 How much do you earn now 4 500 R per month