



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.05 iki 2018.10
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