



# 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.

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

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Data capturers<br>Administrative jobs |
| Preferred work location | Cape Town<br>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><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><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 enquiries i attended school expos with my supervisor and captured the data we collected from the different schools. |

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2019.05 iki 2021.10</b>   |
| 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        | <b>nuo 2012.01 iki 2014.12</b> |
| 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        | <b>nuo 2015.01 iki 2016.06</b> |
| 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<br>Writing<br>Cooking |
| Driver licenses          | None                          |
| Salary you wish          | 10 000 R per month            |
| How much do you earn now | 4 500 R per month             |