



# Zikhona Ntlathi

Curriculum Vitae (CV)

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

I am looking for Administrative job, since i have completed Management Assistant so i would like to do my practical so that i can get my diploma after.

I am ambitious female who is prepared to achieve the desired goals of the job description. I can consider myself as a hard worker, self-motivated and goal orientated individual who is always looking for a challenge to enhance my skills and knowledge. I also like to interact with other people and adapt easily to different kinds of environment. I have good communication skills, I can work under pressure and I am willing to learn new things.

Preferred occupation	Administrative jobs
Preferred work location	Cape Flats Western Cape

## Contacts and general information about me

Day of birth	1994-02-26 (30 years old)
Gender	Female
Residential location	Cape Town 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

Company name	College of Cape Town
You were working at:	Receptionists
Occupation	intern
What you did at this job position?	<ul style="list-style-type: none"><li>• Answering telephone calls and keep on checking emails.</li><li>• Print tests</li><li>• Preparing agenda for meeting</li><li>• Taking minutes of the meeting</li><li>• Assisting with the registration</li><li>• Count stock,</li><li>• Requesting quotes,</li><li>• Requisition for order</li><li>• Uploading marks on ITS and</li><li>• Preparing the venue for orientation.</li></ul>

## Education

Educational period	<b>nuo 2019.01 iki 2020.12</b>
Degree	Certificate
Educational institution	COLLEGE OF CAPE TOWN
Educational qualification	N6 MANAGEMENT ASSISTANT
I could work	ADMIN ASSISTANT, DATA CAPT

#### **Additional information**

Salary you wish	5000 R per month
How much do you earn now	4000 R per month