



# Vuyokazi Kota

Curriculum Vitae (CV)

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

I am looking for an Administrator job. I offer more than 18yrs working working experience in different fields. My positive points is that I am dependable and highly professional. I work well in a group and independently.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1979-10-28 (45 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

Working period	<b>nuo 2022.04 iki 2024.01</b>
Company name	Pam Golding Property
You were working at:	Building manager
Occupation	Receptionist/Administrator
What you did at this job position?	I check payments, control the switchboard, book boardrooms, allocate building keys

## Education

Educational period	<b>nuo 1999.01 iki 2000.11</b>
Degree	Certificate
Educational institution	Cape Town University of Technology
Educational qualification	Business Administration certificate
I could work	As a general administrator

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

## Additional information

Your hobbies	I read a lot of books
Driver licenses	None
Salary you wish	23000 R per month
How much do you earn now	18000 R per month