



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

Work experience

Working period	nuo 2022.04 iki 2024.01
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	nuo 1999.01 iki 2000.11
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