



# Ntokozo Matshaya

Curriculum Vitae (CV)

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

I am in search for administrative work, an environment where I can challenge myself and grow with the company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1996-10-25 (28 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.12 iki 2018.01</b>
Company name	Randburg dental practice
You were working at:	Administrators
Occupation	Front desk
What you did at this job position?	Answered call, made bookings, capturing , Keeping the space immaculate, attending to customers and enquiries
Working period	<b>nuo 2022.06 iki 2022.12</b>
Company name	Soweto cricket hub
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Make booking, capturing, making newsletters, responding to emails , taking minutes

Working period **nuo 2023.02 iki 2023.12**  
 Company name Hlakaniphani primary school  
 You were working at: Teachers  
 Occupation Education assistant  
 What you did at this job position? Monitor class behaviour, provide emotional support, accompany my class to the toilet and sanitize as mandatory, assist in finding easier methods to understand the curriculum, distribute worksheets and tests

**Education**

Educational period **nuo 2015.02 iki 2020.12**  
 Degree Degree  
 Educational institution University of Johannesburg  
 Educational qualification BA Humanities  
 I could work Any sector that requires analysis and a creative

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	very good	very good
Setswana	very good	good	good

**Additional information**

Your hobbies Music  
 Dancing  
 Working out  
 Cooking  
 Playing the drums  
 Doing hair  
 Discovering new hobbies  
 Driver licenses None  
 Salary you wish 7000- 10 000 R per month  
 How much do you earn now R4100 R per month