



Caroline Ntozake

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in the admin industry because i have studied for it,i have no job experience as i have never worked before,i am still to write my supplementaries at boston city campus,but that is no obstacle cause i will write them even when i am working,i am confident,ambitious,have positive attitude and hardworking,infact not afraid of any challenge,i am computer literate,i did ms excel,introduction to internet and windows

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

Contacts and general information about me

Day of birth	1989-07-18 (35 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

Education

Educational period	nuo 2006.01 iki 2008.11
Degree	Grade 12 / Matric
Educational institution	Ikwezi technical Skill centre
Educational qualification	just to pass
I could work	as a secretary,PA,bookkeeper
Educational period	nuo 2012.03 iki 2013.05
Degree	Certificate
Educational institution	Boston City Campus
Educational qualification	General management
I could work	Bookeeper,PA

Educational period	nuo 2013.03 iki 2016.07
Degree	Diploma
Educational institution	Boston City Campus
Educational qualification	diploma in general office administration
I could work	secretary,teller,PA

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Introduction to internet,windows,Ms Excel

Recommendations

Contact person	Phaphama Nduku
Occupation	Cleaner
Company	Burgundy luxury apartment
Telephone number	0780633470
Email address	pam85nduku@gmail.com

Contact person	Thandazile Ntlemeza
Occupation	Public administrator
Company	Rural development

Additional information

Your hobbies	Cooking,singing,poetry,writing,reading
Driver licenses	None
Salary you wish	8000 R per month