



# Akona Happiness Gontshi

Curriculum Vitae (CV)

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

Admin Clerk.I am 28 years old ambitious female who is prepared to achieve the desired goals of the Job description. I am a hard worker, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge. I like to interact with other people and adapt easily to different kinds of environment. I have good communication skills, telephone skills. I have since developed my desire in the public management industry to empower more knowledge. I am able to work different kinds of shifts and under pressure. I can speak Xhosa and English fluently

Preferred occupation Admin Clerk Receptionist Filling clerk Data cap  
Administrative jobs

Preferred work location East London  
Eastern Cape

Bhisho  
Eastern Cape

Port Elizabeth  
Eastern Cape

Port Alfred  
Eastern Cape

Butterworth  
Eastern Cape

Durban City  
KwaZulu-Natal

Johannesburg  
Gauteng

East Rand  
Gauteng

## Contacts and general information about me

Day of birth 1991-09-22 (32 years old)

Gender Female

Residential location East London  
Eastern Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*

[Sign in](#)

### Work experience

Company name	Cyber College of Business and Technology
You were working at:	Data capturers
Occupation	Admin Clark
What you did at this job position?	Data Capture,filling,printing,Scanning and emails,faxing and telephone

### Education

Educational period	<b>nuo 2014.01 iki 2016.11</b>
Degree	Certificate
Educational institution	Buffalo City FET College
Educational qualification	NQF Level 4 Office Administration

### Languages

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

### Computer knowledge

- Ms Word
- Ms Excel
- Ms Access
- Ms PowerPoint
- Ms Outlook
- Ms Digital

### Additional information

Your hobbies	<ul style="list-style-type: none"><li>• Cooking</li><li>• Reading</li><li>• Traveling</li><li>• Socializing with peers</li></ul>
Driver licenses	None
Salary you wish	R10 000.00 R per month
How much do you earn now	R0.00 R per month