**CURRICULUM VITAE**

**FOR**

**NTOMBOXOLO DIKO**

**PERSONAL DETAILS**

Name NTOMBOXOLO

Surname DIKO

Languages English, xhosa, zulu

Identity number 8903290978086

Nationality South African

Marital status Single

Gender FEMALE

Contact number 0735255987

Physical address 54 7th Street La-Rochelle

2190

**EDUCATIONAL QUALIFICATONS**

Last school attended SCIENCE COLLEGE INTERNATIONAL

Highest grade passed 12

Subject passed English

Afrikaans

Economics

Accounting

Business Economics

Course English communication competence

**WORK EXPERIENCE**

Name of company DAN’S lodge

Position Administration clerk

Duration End 2007-2009

Duties Answer telephone

File invoices

Take bookings

Welcome guests

Call suppliers

Arrange work schedule

Corresponding student

College BOSTON COLLEGE

Qualification CERTIFIED ACCOUNTING TECHNICIAIN

**REFERENCES**

MR MTSHAKAZI 0835877160

MS. G. BEKISIFO 0781642606

MRS. E. KUSE 0837594171