**CURRICULUM VITAE**

 **OF**

 **KAVANGERE VITJITUA KAPI**

**PERSONAL HISTORY**

Surname: Kapi

Name: Kavangere Vitjitua

Age: 21

Gender: Female

Date of birth: 1999-04-15

Place of birth: Gobabis

Citizenship: Namibian

Physical address: Erf no: BM 122-265, Seder Street, Suiderhof

Postal address: P.O. Box 6122, Ausspanplatz, Windhoek

E-mail address: vitjituakapi5@gmail.com

Contact telephone(1): 0812719324

Contact telephone(2): 0813268738

**EDUCATION HISTORY**

Last Grade Attended: Grade 12

School: Centaurus High School

Subject: Afrikaans (E)

 English (D)

 Mathemactics (E)

 Development Studies (E)

 Geography (F)

 History (E)

**TERTIARY EDUCATION**

Name of the Institution: International University of Namibia (IUM)

Course Attended: **CERTIFICATE**: Secretarial& Office Administration

Year attended: 2018

Subjects: Keyboard and Basic Typing (40wpm)

 Word processing (50%)

 Spread sheets (57%)

 Online Essentials (54%)

 Computer Essentials (54%)

 Office Administration (65%)

 Basic Numeracy (80%)

 English Language Basics (66%)

2020 Diploma in Office Administration

 Business Communication

 Business Ethics

 Introduction to bookkeeping

 Standard Profile Presentation

 Standard Profile- IT Security

 Standard Profile- Using Databases

 Office Administration 2

 Advanced Typing & Speed Development

**WORK RELATED SKILLS & EXPERIENCE**

**Language Skills**

English: Read (Good), Write (Good), Speak (Good)

Afrikaans: Read (Good), Write (Good), Speak (Good)

Otjiherero: Read (Good), Write (Good), Speak (Good)

Computer Skills

MS Words

Internet & Email Literate

**ACHIEVEMENTS**

Netball

School choir

**INTEREST & HOBBIES**

My interest is be a personal assistant or a secretary, be a professional netball player. My hobbies are to socialize, dance and modelling.

**REFERENCE**

1. Ms. Hamughete

Class teacher & Hostel Superident

Contact detail: 0811271277