**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](mailto: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