



# Unathi Gxavani

Curriculum Vitae (CV)

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

Data capture

Administrative clerk

Personal assistant

Receptionist

Preferred work location      Port St Johns  
Eastern Cape

## Contacts and general information about me

Day of birth      1995-06-20 (29 years old)

Gender      Female

Residential location      Port St Johns  
Eastern Cape

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

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

Degree      Grade 12 / Matric

Educational institution      Mtweni senior secondary school

## Languages

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

## Computer knowledge

Microsoft word and excel

Operate computer

Capture Data