



Mpho Chiloane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking working youngman always looking for challenges.I work well under pressure, problem solver and energetic.I also believe in teamwork because different views can solve any problem.People find me approachable I'am good in pastel, payroll,Excel, spreadsheet,word,Sage and PowerPoint.I can do most of administration work and it is my favourite job.I have financial management N6 only left with 1 subject.I wish to get a job even if it's part-time so that I can finish my course.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Ermelo Mpumalanga
	Pretoria / Tshwane Gauteng
	eMakhazeni / Belfast Mpumalanga

Contacts and general information about me

Day of birth	1994-08-28 (29 years old)
Gender	Male
Residential location	Ermelo Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.08 iki 2019.02
Company name	Blu adcorp
You were working at:	Setter
Occupation	Scaffolding material assistant controller
What you did at this job position?	Packing,counting and storing scaffolding material

Education

Educational period	nuo 2014.02 iki 2016.07
Degree	Certificate
Educational institution	Academy of business and computer studies
Educational qualification	Financial management N6
I could work	Financial manager,payroll,office administrator, clerk, junior bookkeeper

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	very good	very good	very good
Sesotho	fluent	very good	very good
SiSwati	very good	very good	good
Setswana	very good	basic	basic

Computer knowledge

Pastel,payroll, spreadsheet,Ms excel,PowerPoint and word

Recommendations

Contact person	Joseph Mashele
Occupation	Supervisor
Company	Blu adcorp
Telephone number	0765555591

Additional information

Your hobbies	Soccer,news, socializing and church
Driver licenses	None
Salary you wish	Reasonable R per month