



# Moses Mphahlele

Curriculum Vitae (CV)

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

### Admin

I have experience in Admin, I can perform the following:

Managing and distributing information. Maintaining files Sending and receiving correspondents  
Answering calls Bookkeeping Payroll Capturing Tender Documents Transporting Business  
Equipment Attending Meetings and taking minutes.

### Driver.

I have experience in driving.

### General Assistant

#### Preferred occupation

**Administrators**

Administrative jobs

**Car drivers**

Driver jobs

**Data capturers**

Administrative jobs

**Generals**

General jobs

#### Preferred work location

**Pretoria / Tshwane**

Gauteng

**East Rand**

Gauteng

**Polokwane / Pietersburg**

Limpopo

## Contacts and general information about me

Day of birth

1995-07-20 (29 years old)

Gender

Male

Residential location

Johannesburg

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

### Work experience

Working period **nuo 2017.01 iki 2018.12**

Company name University of Limpopo

You were working at: Data capturers

Occupation Office Assistant

What you did at this job position? Capturing documents

Working period **nuo 2019.01 iki 2020.06**

Company name Porchbok

You were working at: Administrators

Occupation Administrator

What you did at this job position? Office work

### Education

Educational period **nuo 2015.01 iki 2018.12**

Degree Degree

Educational institution University of Limpopo

Educational qualification Bachelor of Arts

I could work Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	very good	very good	very good
Setswana	very good	very good	very good
Afrikaans	basic	basic	basic

### Computer knowledge

MS word

Excel

Social media

Microsoft word

Intro to computer

### Conferences, seminars

Leadership seminars

### Additional information

Your hobbies	Writing Reading Hiking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-07-00 (4 years)
Salary you wish	6000 R per month