



Granville Kaptein

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Advance computer literate.

Appropriate administration skills & accurate capture of any kind of Data.

Excellent communication skills and team building spirit.

Goal driven and always go thee extra mile.

Honesty & Integrity is major keys when it comes my work.

Preferred occupation	Receptionist Administrative jobs
	Shop assistants Retail, store jobs
	Generals General jobs
	Sales consultant Sales jobs
Preferred work location	Eden Western Cape

Contacts and general information about me

Day of birth	1997-12-17 (27 years old)
Gender	Male
Residential location	Eden Western Cape
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 2020.02 iki 2020.04
Company name	Mosselbay Out Patience Department
You were working at:	Medical receptionist
Occupation	Intern Registry Clerk
What you did at this job position?	Reception and culling of files

Working period **nuo 2019.10 iki 2019.12**
 Company name Mosselbay Provincial Hospital
 You were working at: Medical receptionist
 Occupation Administration Clerk
 What you did at this job position? All kind of administration duties

Working period **nuo 2018.08 iki 2019.01**
 Company name Groot Brak Clinic
 You were working at: Medical receptionist
 Occupation Administration Clerk
 What you did at this job position? Administration and Data clerk

Working period **nuo 2017.09 iki 2018.04**
 Company name Game stores
 You were working at: Shop assistants
 Occupation Sales assistant
 What you did at this job position? Assistant customers with varies products

Working period **nuo 2017.01 iki 2017.08**
 Company name Pick n Veggies
 You were working at: Generals
 Occupation General Assistant
 What you did at this job position? Assist with offloading and deliveries

Education

Educational period **nuo 2004.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Great Brak Secondary School
 Educational qualification National Senior Certificate
 I could work Any work place

Educational period **nuo 2018.05 iki 2018.07**
 Degree Certificate
 Educational institution Chrysalis Acedemy
 Educational qualification Basic fire fighting
 I could work Fire warden at any work

Educational period **nuo 2018.05 iki 2018.07**
 Degree Certificate
 Educational institution Chrysalis Acedemy
 Educational qualification First Aid level 1-3
 I could work First aider at any work

Educational period **nuo 2018.05 iki 2018.07**
 Educational institution Chrysalis Acedemy
 Educational qualification Occupational Health and safety
 I could work Safety rep at any work

Languages

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

Additional information

Driver licenses None
 Salary you wish R8000+ R per month
 How much do you earn now R5500 R per month