



# 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	<b>Receptionist</b> Administrative jobs
	<b>Shop assistants</b> Retail, store jobs
	<b>Generals</b> General jobs
	<b>Sales consultant</b> Sales jobs
Preferred work location	<b>Eden</b> Western Cape

## Contacts and general information about me

Day of birth	1997-12-17 (26 years old)
Gender	Male
Residential location	<b>Eden</b> Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.02 iki 2020.04</b>
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