



# Webster Ronald Dondo

Curriculum Vitae (CV)

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

I am looking for any job in the administrative sector or any office work like book keeping, secretarial and administrative management. I have acquired skills in the area field of administrative which are good verbal and writing communication which are the key factors to a successful relationship between individuals and companies.

Another skill i have gained is data entry, and typing. I know how to make use of Microsoft word, Microsoft Excel and Power point in entering data and managing stock and updating the financial records and cashbook. My previous jobs offered me the chance to be well vested with the computer, internet and technological advancement in the administrative field.

I would make a difference towards any given chance to work in an administrative area. Although i will have to learn even more new things in order to match the job that i would have acquired. It wouldnt take much an effort to teach a me the systems which are used in your company since i have the required basics and experience in that field.

Preferred occupation	Bookkeeper Administrative jobs
Preferred work location	Middelburg Mpumalanga

## Contacts and general information about me

Day of birth	1990-12-16 (33 years old)
Gender	Male
Residential location	Middelburg Mpumalanga
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>

## Additional information

Salary you wish	10 000 R per month
How much do you earn now	None R per month