



# Bongiswa Matyumza

Curriculum Vitae (CV)

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

I'm looking for Administrative Job, because I do have experience for it and I know the terms that they use there Computer literacy word, excel, email outlook.

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1992-04-28 (32 years old)
Gender	Female
Residential location	Port Elizabeth Eastern 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 2019.12 iki 2022.05</b>
Company name	Unjani Clinic
You were working at:	Administrators
Occupation	Clinic Assistant
What you did at this job position?	Computer literacy word, excel and email outlook

## Education

Educational period	<b>nuo 2018.01 iki 2020.12</b>
Degree	Certificate
Educational institution	Port Elizabeth College
Educational qualification	Level 4 Finance
I could work	As an Accounts administrator

## Languages

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

### Computer knowledge

Microsoft word, excel spreadsheet and email outlook.

### Conferences, seminars

I went in Johannesburg for conference about being a Clinic Assistant.

### Recommendations

Contact person	0818575605
Occupation	Administration
Company	Unjani clinic
Telephone number	0818575605
Email address	matyumzabongiswa@gmail.com

### Additional information

Your hobbies	Reading, And writing.
Salary you wish	8000 R per month
How much do you earn now	4000 R per month