



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.12 iki 2022.05
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	nuo 2018.01 iki 2020.12
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