



Thomas Jan Van Rooyen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Data capture and Office admin

I have worked at Public Works & Infrastructure for two (2) years as General office admin under Innovation and Empowerment. As an office admin I take pride in making sure that all duties as an office admin are met which include welcoming and directing visitors, coordinating meetings, appointments and performing clerically tasks, like answering phones and answering emails. Currently, I am doing a learnership at Signa Academy under national Certificate of (Generic Management) which I am basically proceeding with my Practicals at Metro Municipality (Bram Fisher Building) in Skills Development

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1996-04-14 (28 years old)
Gender	Male
Residential location	Bloemfontein Free State
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

Additional information

Salary you wish	8500 R per month
How much do you earn now	4500 R per month