



# Busi Nkosi

Curriculum Vitae (CV)

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

In my previous job I have been doing a Monthly Performance Overview including Presentations, Monthly Reports as per the Client Instructions, Monthly Invoices, Payment Files, Imports on Excalibur 4 and Tracing for Ekurhuleni Municipality, COJ Municipality and Tshwane Municipality . I am looking for a job as I am currently unemployed. I am available to start immediately. Advance computer literacy, especially MS Access, MS Word, Microsoft Outlook, Power Point Presentation and MS Excel (working on Excel Spread Sheet, View Lookup) Numeric ability, typing skills and the ability to maintain files and records and keep things organized and orderly in an office environment.

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1980-08-18 (44 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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	R12000 R per month
How much do you earn now	R9000 R per month