



# Joseph Mphuthi

Curriculum Vitae (CV)

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

Administration job

I'm very into detail,my typing skills are good.

Im good with recording proper information.

I love working with computers....im a fast learner and i enjoy working at fast paced environments..

Im good with Excel,word and PowerPoint

Preferred occupation                      Data capturers  
Administrative jobs

Preferred work location                    Sedibeng  
Gauteng

Randburg  
Gauteng

## Contacts and general information about me

Day of birth                                    1997-12-22 (27 years old)

Gender    Male

Residential location                        Johannesburg  
Gauteng

Telephone number                            *Information is available only for registered users.*  
[Sign in](#)

Email address                                    *Information is available only for registered users.*  
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## Work experience

Working period                                **nuo 2020.08 iki 2022.10**

Company name                                Enfuleni municipality

You were working at:                        Other jobs

What you did at this job position?      Capture the information

## Education

Educational period	<b>nuo 2019.10 iki 2019.01</b>
Degree	Certificate
Educational institution	BlackDice Computer College
Educational qualification	Office Administration
I could work	Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Excel  
Word  
Power point

### Recommendations

Contact person	081 5948035
Occupation	Data capture
Company	Enfuleni
Telephone number	0844287345
Email address	Mphuthij12@gmail.com

### Additional information

Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R3500 R per month