



# Xolisa Bavuma

Curriculum Vitae (CV)

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

I'm looking to be a Data Entry Clerk working within the functions of Microsoft Excel; Functions and Formulas as well as Outlook , Access , Word 2013 , Publisher 2016.

Positive Points : Social , artistic , a writer , a leader in a working environment , yet must be shown smarter ways than the current skills I have now as I am very competitive.

Why should you hire me? : the previous business I worked for hired me to give tutorial classes over the software I've stated above which proved successful , thought our clients were few, yet in the end , it became something I enjoyed . I am now seeking to work with major analytical software's like Sage 300 and Monday.com yet am struggling to finance. I am now seeking a structure that I can render my services to in helping others in order for it to grow as well as making small differences in peoples lives , my hope is that I will be able to show others the beneficial dynamics of working and helping others using computer software.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	1990-11-16 (34 years old)
Gender	Male
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>

## Additional information

Salary you wish	R5000 R per month
How much do you earn now	R4000 R per month