



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

Additional information

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