



# Eric Ngwenya

Curriculum Vitae (CV)

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

Home base typist/Admin.I have average typing skills,computer literate Attention to details front desk duties day to day performance with experience of 14 years in admin skills,Answering of phone calls,photo copies/scan documents & emails,printing documents cash recieving both cash& cards processing Invoice& Quotations skills in Microsoft outlook Microsoft excel Microsoft word reliable learn and honestly candidate team working environment

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Middelburg Mpumalanga

## Contacts and general information about me

Day of birth	1980-03-22 (44 years old)
Gender	Male
Residential location	Witbank Mpumalanga
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	6000 R per month
How much do you earn now	4500 R per month