



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

Additional information

Salary you wish	6000 R per month
How much do you earn now	4500 R per month