



# Elvis Gift Mcamphalala

Curriculum Vitae (CV)

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

I'm looking for a office administration job because I've NCV Level 4 in office admin and 2 years experience working as an Office administrator and filing clerk

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng
	<b>Sedibeng</b> Gauteng
	<b>East Rand</b> Gauteng

## Contacts and general information about me

Day of birth	1992-02-15 (32 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.04 iki 2020.03</b>
Company name	Balfour clinic
You were working at:	Administrators
Occupation	Office admin clerk
What you did at this job position?	Office work

Working period **nuo 2020.06 iki 2021.03**  
 Company name Broadreach health care  
 You were working at: Administrators  
 Occupation Filing clerk  
 What you did at this job position? Office work

### Education

Educational period **nuo 2016.01 iki 2018.12**  
 Degree Certificate  
 Educational institution Gert Sibande College  
 Educational qualification Ncv office administration level 4

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	basic	basic	basic

### Computer knowledge

Windows  
 Microsoft office  
 Software

### Additional information

Your hobbies Computer and music  
 Driver licenses None  
 Salary you wish R15000 R per month  
 How much do you earn now R0 R per month