



Xolani Ashley Skosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As I have a certificate in office administration and computer that is highly the department I want to be in But If I can to work in GA position that will also be fine , because I am a hard working, dedicated.

I am a person that enjoy working and a team worker I can work with a lot of people and when under pressure I can keep calm and brainstorms ideas of maybe the current situation that we may be facing.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	2003-11-09 (21 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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

Education

Educational period	nuo 2023.01 iki 2023.03
Degree	Certificate
Educational institution	POPUP
Educational qualification	Computer and office administration
I could work	

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good
Xitsonga	good	very good	basic

isiNdebele	good	very good	good
isiZulu	very good	fluent	good

Computer knowledge

Microsoft office

ms excel

ms word

ms outlook

ms powerpoint

Recommendations

Contact person	0712892330
Occupation	general worker
Company	clover clayville
Telephone number	0712892330

Additional information

Your hobbies	Exercising listening to music watching movies reading
Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R304 R per month