



Jacobus Micheal Eland

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I need a job as admin or clerk ,I have knowledge admin assistant and i have skills in Microsoft office and excel

Preferred occupation

Filing clerk
Administrative jobs

Data capturers
Administrative jobs

Generals
General jobs

Contacts and general information about me

Day of birth	1993-11-01 (31 years old)
Gender	Male
Residential location	Johannesburg 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

Work experience

Working period	nuo 2015.12 iki 2018.02
Company name	DEPARTMENT OF HIGHER EDUCATION AND TRAINING
You were working at:	Administrators
Occupation	DATA CAPTURING AND CLERK
What you did at this job position?	EXAMINATION ASSISTANT
Working period	nuo 2022.02 iki 2023.02
Company name	TSWELOPELE SECONDARY SCHOOL
You were working at:	Government jobs
Occupation	ADMIN ASSISTANT, CLERK AND DATA CAPTURE
What you did at this job position?	ADMIN ASSISTANT

Education

Educational period **nuo 2019.02 iki 2020.06**
Degree Certificate
Educational institution RICHFIELD
Educational qualification MANAGEMENT ASSISTANT
I could work AS DATA CAPTURING, ADMIN CLERK

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sepedi	very good	very good	very good
Setswana		good	good

Computer knowledge

MICROSOFT OFFICE
EXCEL
DATA CAPTURING
POWERPOINT
EMAILING

Conferences, seminars

N/A

Additional information

Your hobbies READING
 SOCCER
 CRICKET

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 2018-02-00 (6 years)
Salary you wish 9000 R per month