



Shallih Stuma

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk as filling clerk becoz i know how to work in filling department

Preferred occupation Administrators
Administrative jobs

Contacts and general information about me

Day of birth 1985-06-25 (39 years old)
Gender Male
Residential location Pretoria / Tshwane
Gauteng
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2012.10 iki 2016.06**
Company name Nu-world Industries
You were working at: Administrators
Occupation Filling clerk
What you did at this job position? Debriefing Clerk,Ensure undeliverable consignment are debriefed and Conduct various reports,Filling creditsnote,invoices,and picking slips,Pulling POD, Sortiing of mail(fax,email&post) Scanning &index

Education

Educational institution Complete
Educational qualification Matric
I could work Under pressure

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	good
isiXhosa	fluent	very good	good

Computer knowledge

Ms Word, Ms Excell, Ms Outlook and Internet, Syspro, Encore Q-docs

Additional information

Your hobbies	Like to play music
Driver licenses	None
Salary you wish	R5500 R per month
How much do you earn now	3500 R per month