



# 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