



# Athi Enkosi Mapasa

Curriculum Vitae (CV)

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

To use the computer.

Typing, emailing, scanning, photocopying etc.

|                         |                                         |
|-------------------------|-----------------------------------------|
| Preferred occupation    | Operations Clerk<br>Administrative jobs |
| Preferred work location | Umtata / Mthatha<br>Eastern Cape        |
|                         | East London<br>Eastern Cape             |

## Contacts and general information about me

|                      |                                                                                       |
|----------------------|---------------------------------------------------------------------------------------|
| Day of birth         | 1996-12-30 (27 years old)                                                             |
| Gender               | Female                                                                                |
| Residential location | Umtata / Mthatha<br>Eastern Cape                                                      |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                           |
|------------------------------------|-------------------------------------------|
| Working period                     | <b>nuo 2019.05 iki dabar</b>              |
| Company name                       | ikbusiness solutions- internet cafe       |
| You were working at:               | Generals                                  |
| Occupation                         | internet cafe                             |
| What you did at this job position? | typing, printing, emailing, scanning, etc |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2013.01 iki 2016.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Zimele high school             |
| Educational qualification | End user computing and A+      |
| I could work              | Clerk/ receptionist            |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | very good                  | very good            |

**Computer knowledge**

Microsoft packages- word, excel, powerpoint, access and publisher.

Typing

Emailing

Internet

Scanning

Photocopying

**Recommendations**

|                  |                      |
|------------------|----------------------|
| Contact person   | Irene Kamyuka        |
| Occupation       | Manager              |
| Company          | Ikbusiness solutions |
| Telephone number | 071 870 9783         |

**Additional information**

|                          |                              |
|--------------------------|------------------------------|
| Your hobbies             | Sport<br>-Netball and soccer |
| Driver licenses          | None                         |
| Salary you wish          | 2500 R per month             |
| How much do you earn now | 3500 R per month             |