



Douglas Baloyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm very much interested in any position consisting of Administration, e.g Clerk, data capture, office admin.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Data capturers Administrative jobs |
| Preferred work location | Mbombela / Nelspruit Mpumalanga |
| | Witrivier Mpumalanga |
| | Malelane Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1986-06-22 (38 years old) |
| Gender | Male |
| Residential location | Mbombela / Nelspruit Mpumalanga |
| 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 2007.05 iki 2013.06 |
| Company name | Junk Mail Publishing |
| You were working at: | Operations controller |
| Occupation | Production Controller |
| What you did at this job position? | Manage the flow of work in the workplace |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2005.01 iki 2005.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Fundulwazi Secondary School |
| Educational qualification | Senior Certificate |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | very good | very good | very good |
| Sesotho | very good | very good | basic |

Computer knowledge

Microsoft office suite

Recommendations

| | |
|------------------|-----------------------|
| Contact person | Duduzile Mlilo |
| Occupation | Production Supervisor |
| Company | Junk Mail Publishing |
| Telephone number | 0119126500 |
| Email address | dudum@junkmail.co.za |

Additional information

| | |
|--------------------------|--------------------------------|
| Your hobbies | Computers, outdoor activities. |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2013-02-00 (11 years) |
| Salary you wish | 7000 R per month |
| How much do you earn now | 6750 R per month |