



# Ruphus Charles Legong

Curriculum Vitae (CV)

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

I am a keen young man who's looking for a position that'll enable me to contribute more knowledge and skills to better the Organization. I am an energetic and hardworking person who can work under pressure and a team player. I worked as Data capture and secretarial in the office of council under Blouberg local municipality for a period of nine years. And I completed management level 4 in college for TVET, ICT OFFICE ADMINISTRATION AND COMPUTER DIPLOMA.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1989-07-09 (35 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2012.08 iki 2020.08</b>
Company name	Blouberg Local Municipality
You were working at:	Administrators
Occupation	Data capture
What you did at this job position?	Captured data collection across Blouberg Local Municipality

## Education

Educational period                   **nuo 2012.01 iki 2014.12**  
 Degree                                   Certificate  
 Educational institution               Capricorn College for TVET  
 Educational qualification             Management level 4 certificate  
 I could work                           Administration duties

Educational period                   **nuo 2012.01 iki 2014.12**  
 Degree                                   Certificate  
 Educational institution               New Arizona training and communication center  
 Educational qualification             ICT OFFICE ADMINISTRATION CERTIFICATE  
 I could work                           Administrator

Educational period                   **nuo 2012.01 iki 2012.12**  
 Degree                                   Diploma  
 Educational institution               New Arizona training and communication center  
 Educational qualification             Computer diploma  
 I could work                           Clerk

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	good	very good	basic

**Computer knowledge**

I do have computer knowledge and skill

**Conferences, seminars**

INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICE ADMINISTRATION

**Recommendations**

Contact person                       Ramoba MR  
 Occupation                            Councilor  
 Company                               Blouberg Local Municipality  
 Telephone number                   0735720525

**Additional information**

Your hobbies                         Swimming and athlet, and also like to take gym exercises every morning,and like to sing gospel music

Driver licenses	None
Salary you wish	R13000 R per month
How much do you earn now	R7500 R per month