



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2012.08 iki 2020.08
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