



Thokozani Msongelwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Admin check or data capture, I have a good experience with references.

Your positive response will be highly appreciated

Regard

Thokozani

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1989-10-31 (34 years old)
Gender	Male
Residential location	Rustenburg North West
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 2018.04 iki 2019.04
Company name	Anova Health institute
You were working at:	Operations Clerk
Occupation	Admin clerk
What you did at this job position?	Opening files for the patients, Capture them, Filling according to their file numbers

Education

Educational period	nuo 2019.04 iki dabar
Degree	Certificate
Educational institution	MSC business college
Educational qualification	Customer Management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	fluent	fluent	fluent

Computer knowledge

Typing
M's Word
M's excel
PowerPoint
Internet and Email
Outlook

Conferences, seminars

Matric
Basic IT
Home based care
Hiv and Aids
Security

Recommendations

Contact person	Ziyanda Juta
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Additional information

Salary you wish	1000 R per month
How much do you earn now	7500 R per month