



# 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

Regards

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 (35 years old)
Gender	Male
Residential location	Rustenburg North West
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 2018.04 iki 2019.04</b>
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	<b>nuo 2019.04 iki dabar</b>
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