



# Jeffrey Mahori

Curriculum Vitae (CV)

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

I am looking for an Admin Clerk or Administrator jobs, I have much preferred experience needed for a professional position like administrative sector. I believe in working very smart and bringing a good change in a company or organization by being more strategic and making sure that I fulfill my everyday tasks. I strongly believe working together as a team is more powerful, and I am a dedicated young man who can work very smart for the benefit of the company or organization.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Administrators<br>Administrative jobs     |
|                         | Computer technician<br>IT, computing jobs |
| Preferred work location | Tzaneen<br>Limpopo                        |
|                         | Giyani<br>Limpopo                         |
|                         | Phalaborwa<br>Limpopo                     |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1982-02-22 (43 years old)   |
| Gender               | Male  |
| Residential location | Giyani<br>Limpopo   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2006.01 iki 2007.05</b>                                    |
| Company name                       | Home affairs  |
| You were working at:               | Data capturers  |
| Occupation                         | Data capture  |
| What you did at this job position? | Scanning of barcodes on ID documents capturing them on the system |

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2009.02 iki 2010.03</b>   |
| Company name                       | Synetics   |
| You were working at:               | Computer technician  |
| Occupation                         | IT technician  |
| What you did at this job position? | Installation of softwares and attending to calls related to IT                     |
| Working period                     | <b>nuo 2010.04 iki 2013.10</b>   |
| Company name                       | United Nations Development Program   |
| You were working at:               | Finance officer  |
| Occupation                         | Finance clerk  |
| What you did at this job position? | Voucher or payment creation on atlas system and also making follow ups on payments |

### **Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2003.01 iki 2003.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Miami secondary school         |
| Educational qualification | Grade 12 senior certificate    |

### **Computer knowledge**

Computer literacy on Ms packages, typing skills and internet.

### **Recommendations**

|                  |                                    |
|------------------|------------------------------------|
| Contact person   | John cardozo                       |
| Occupation       | Finance Associate                  |
| Company          | United Nations development program |
| Telephone number | 0123548019                         |
| Email address    | John.cardozo@undp.org              |

### **Additional information**

|                          |                                     |
|--------------------------|-------------------------------------|
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2020-01-00 (6 years)                |
| Salary you wish          | 10000 R per month                   |
| How much do you earn now | 4000 R per month                    |