



Raphael Mate

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job (clerk, reception/ filling clerk) . I have an England certificate in Office practices and administration

Preferred occupation	Receptionist Administrative jobs
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Contacts and general information about me

Day of birth	1999-04-20 (26 years old)
Gender	Male
Residential location	Brits 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 2020.01 iki 2020.12
Company name	JMP security services
You were working at:	Branch manager
Occupation	Office manager
What you did at this job position?	Filling, taking orders from the head office and giving orders to my subordinates. Record keeping and making time shifts and rosters. Receiving application letters

Education

Educational period	nuo 2018.01 iki 2018.12
Degree	Certificate
Educational institution	ICM
Educational qualification	Certificate in Office practices and administration
I could work	For long hours and overtimes

Languages

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

Computer knowledge

Good in Microsoft office and I passed computer application and appreciation

Recommendations

Contact person	Mr M Mokoena
Occupation	CEO
Company	JMP security services
Telephone number	+27 63 164 8780

Additional information

Your hobbies	Reading, listening to music
Driver licenses	None
Salary you wish	R5 000 R per month
How much do you earn now	4 500 R per month