



# Harvey Ngobeni

Curriculum Vitae (CV)

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

With my interpersonal skills and tertiary qualification in Business management, coupled with an experience as an administrative officer, i believe I'm a capable candidate to be employed as an

Administrative assistance

Shop assistant

Cashier

Cost and management accountant.

Preferred occupation

Shop assistants  
Retail, store jobs

Cashiers  
Retail, store jobs

Administrators  
Administrative jobs

Academic officer  
Management, human resources jobs

Insurance administrator  
Finance jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Phalaborwa  
Limpopo

Johannesburg  
Gauteng

Bushbuckridge  
Mpumalanga

## Contacts and general information about me

Day of birth 1994-08-30 (29 years old)

Gender Male

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address

Information is available only for registered users.

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### Work experience

Working period	<b>nuo 2014.02 iki 2014.11</b>
Company name	St patrick mathibela primary school
You were working at:	Administrators
Occupation	Administrative assistance
What you did at this job position?	Helped with filling and capturing financial reports. Handled client queries

### Education

Educational period	<b>nuo 2008.01 iki 2013.11</b>
Degree	Grade 12 / Matric
Educational institution	Lepato M high school
Educational qualification	Matric certificate
Educational period	<b>nuo 2015.01 iki 2017.07</b>
Degree	Certificate
Educational institution	Jeppe college of commerce and computer studies
Educational qualification	N6 certificate in Business management

### Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	very good	very good	good
English	fluent	fluent	very good
Sepedi	very good	very good	fluent
isiNdebele	good	very good	basic

### Computer knowledge

Highly qualified in:

Ms word

Ms excell

Ms outlook

### Recommendations

Contact person	Ms thlaloso
Occupation	Lecturer
Company	Jeppe college of commerce and computer studies
Telephone number	073 684 8129

Contact person	Mr Ngobeni
Occupation	Parent
Telephone number	076 428 7114

#### **Additional information**

Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	3 500 R per month