



Bongiswa Matyumza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administrative Job, because I do have experience for it and I know the terms that they use there Computer literacy word, excel, email outlook.

Preferred occupation Operations Clerk
Administrative jobs

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1992-04-28 (33 years old)

Gender Female

Residential location Port Elizabeth
Eastern Cape

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 **nuo 2019.12 iki 2022.05**

Company name Unjani Clinic

You were working at: Administrators

Occupation Clinic Assistant

What you did at this job position? Computer literacy word, excel and email outlook

Education

Educational period **nuo 2018.01 iki 2020.12**

Degree Certificate

Educational institution Port Elizabeth College

Educational qualification Level 4 Finance

I could work As an Accounts administrator

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

| | | | |
|----------|--------|-----------|-----------|
| English | fluent | very good | very good |
| isiXhosa | fluent | very good | very good |

Computer knowledge

Microsoft word, excel spreadsheet and email outlook.

Conferences, seminars

I went in Johannesburg for conference about being a Clinic Assistant.

Recommendations

| | |
|------------------|----------------------------|
| Contact person | 0818575605 |
| Occupation | Administration |
| Company | Unjani clinic |
| Telephone number | 0818575605 |
| Email address | matyumzabongiswa@gmail.com |

Additional information

| | |
|--------------------------|-----------------------|
| Your hobbies | Reading, And writing. |
| Salary you wish | 8000 R per month |
| How much do you earn now | 4000 R per month |