

# Busi Nkosi

## Curriculum Vitae (CV)

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

In my previous job I have been doing a Monthly Performance Overview including Presentations, Monthly Reports as per the Client Instructions, Monthly Invoices, Payment Files, Imports on Excalibur 4 and Tracing for Ekurhuleni Municipality, COJ Municipality and Tshwane Municipality . I am looking for a job as I am currently unemployed. I am available to start immediately. Advance computer literacy, especially MS Access, MS Word, Microsoft Outlook, Power Point Presentation and MS Excel (working on Excel Spread Sheet, View Lookup) Numeric ability, typing skills and the ability to maintain files and records and keep things organized and orderly in an office environment.

Preferred occupation      Operations Clerk  
                                    Administrative jobs

Preferred work location      Pretoria / Tshwane  
Gauteng

## Johannesburg Gauteng

## **Contacts and general information about me**

Day of birth 1980-08-18 (45 years old)

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.* [Sign in](#)

## **Additional information**

Salary you wish R12000 R per month

How much do you earn now R9000 R per month