



# Joseph Mphuthi

Curriculum Vitae (CV)

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

Administration job

I'm very into detail, my typing skills are good.

Im good with recording proper information.

I love working with computers....im a fast learner and i enjoy working at fast paced environments..

Im good with Excel, word and PowerPoint

Preferred occupation	Data capturers Administrative jobs
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Preferred work location	Sedibeng Gauteng
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	Randburg Gauteng
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## Contacts and general information about me

Day of birth	1997-12-22 (28 years old)
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Gender	Male
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Residential location	Johannesburg Gauteng
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Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
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Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
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## Work experience

Working period	<b>nuo 2020.08 iki 2022.10</b>
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Company name	Enfuleni municipality
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You were working at:	Other jobs
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What you did at this job position?	Capture the information
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## Education

Educational period	<b>nuo 2019.10 iki 2019.01</b>
Degree	Certificate
Educational institution	BlackDice Computer College
Educational qualification	Office Administration
I could work	Yes

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

Excel

Word

Power point

#### Recommendations

Contact person	081 5948035
Occupation	Data capture
Company	Enfuleni
Telephone number	0844287345
Email address	Mphuthij12@gmail.com

#### Additional information

Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R3500 R per month