



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.

I'm good with recording proper information.

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

I'm good with Excel, word and PowerPoint

Preferred occupation **Data capturers**
Administrative jobs

Preferred work location **Sedibeng**
Gauteng

Randburg
Gauteng

Contacts and general information about me

Day of birth **1997-12-22 (28 years old)**

Gender **Male**

Residential location **Johannesburg**
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 **nuo 2020.08 iki 2022.10**

Company name **Enfuleni municipality**

You were working at: **Other jobs**

What you did at this job position? **Capture the information**

Education

Educational period	nuo 2019.10 iki 2019.01
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