



# Xolisa Bavuma

Curriculum Vitae (CV)

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

I'm looking to be a Data Entry Clerk working within the functions of Microsoft Excel; Functions and Formulas as well as Outlook , Access , Word 2013 , Publisher 2016.

Positive Points : Social , artistic , a writer , a leader in a working environment , yet must be shown smarter ways than the current skills I have now as I am very competitive.

Why should you hire me? : the previous business I worked for hired me to give tutorial classes over the software I've stated above which proved successful , thought our clients were few, yet in the end , it became something I enjoyed . I am now seeking to work with major analytical software's like Sage 300 and Monday.com yet am struggling to finance. I am now seeking a structure that I can render my services to in helping others in order for it to grow as well as making small differences in peoples lives , my hope is that I will be able to show others the beneficial dynamics of working and helping others using computer software.

Preferred occupation                      Data capturers  
   Administrative jobs

Preferred work location                      Port Elizabeth  
   Eastern Cape

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1990-11-16 (35 years old)   |
| Gender               | Male  |
| Residential location | Port Elizabeth<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | R5000 R per month |
| How much do you earn now | R4000 R per month |