



Elvis Gift Mcamphalala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a office administration job because I've NCV Level 4 in office admin and 2 years experience working as an Office administrator and filing clerk

Preferred occupation	Administrators Administrative jobs
	Filing clerk Administrative jobs
	Personal assistant Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng
	Sedibeng Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	1992-02-15 (32 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.04 iki 2020.03
Company name	Balfour clinic
You were working at:	Administrators
Occupation	Office admin clerk
What you did at this job position?	Office work

Working period	nuo 2020.06 iki 2021.03
Company name	Broadreach health care
You were working at:	Administrators
Occupation	Filing clerk
What you did at this job position?	Office work

Education

Educational period	nuo 2016.01 iki 2018.12
Degree	Certificate
Educational institution	Gert Sibande College
Educational qualification	Ncv office administration level 4

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	basic	basic	basic

Computer knowledge

Windows
Microsoft office
Software

Additional information

Your hobbies	Computer and music
Driver licenses	None
Salary you wish	R15000 R per month
How much do you earn now	R0 R per month