



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 (33 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 |