



Jacobus Micheal Eland

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I need a job as admin or clerk ,I have knowledge admin assistant and i have skills in Microsoft office and excel

Preferred occupation

Filing clerk
Administrative jobs

Data capturers
Administrative jobs

Generals
General jobs

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1993-11-01 (30 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. Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2015.12 iki 2018.02 |
| Company name | DEPARTMENT OF HIGHER EDUCATION AND TRAINING |
| You were working at: | Administrators |
| Occupation | DATA CAPTURING AND CLERK |
| What you did at this job position? | EXAMINATION ASSISTANT |
| Working period | nuo 2022.02 iki 2023.02 |
| Company name | TSWELOPELE SECONDARY SCHOOL |
| You were working at: | Government jobs |
| Occupation | ADMIN ASSISTANT, CLERK AND DATA CAPTURE |
| What you did at this job position? | ADMIN ASSISTANT |

Education

Educational period **nuo 2019.02 iki 2020.06**

Degree Certificate

Educational institution RICHFIELD

Educational qualification MANAGEMENT ASSISTANT

I could work AS DATA CAPTURING, ADMIN CLERK

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | good |
| Sepedi | very good | very good | very good |
| Setswana | | good | good |

Computer knowledge

MICROSOFT OFFICE

EXCEL

DATA CAPTURING

POWERPOINT

EMAILING

Conferences, seminars

N/A

Additional information

Your hobbies READING
SOCCER
CRICKET

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2018-02-00 (6 years)

Salary you wish 9000 R per month