



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 (32 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 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 (7 years)
Salary you wish	9000 R per month