



# Administrative Clerk Data Capture Tshinangwe

Curriculum Vitae (CV)

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

Im looking for administrative, clerk or data capture, i have computer literacy and I'm willing to work under pressure and take instructions from my superiors and respect them.

Preferred occupation Government jobs  
Government jobs

Preferred work location Mogwase  
North West

## Contacts and general information about me

Day of birth 1990-04-26 (34 years old)  
Gender Female  
Residential location Rustenburg  
North West  
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 2009.12 iki 2011.12**  
Company name Sun international  
You were working at: Chefs  
Occupation Serving chef  
What you did at this job position? I was looking forward to upgrade my status as a serving chef to a real chef and i won 3 awards in Sun city.

Working period **nuo 2011.12 iki 2024**  
Company name Moana Service Centre ( Engen garage)  
You were working at: Forecourt  
Occupation Cashier  
What you did at this job position? I work in the office now as i started to help the owner with paper work and i think I'm good at it he never complain about my work.

## Education

Educational period	<b>nuo 2006.01 iki 2008.12</b>
Degree	Grade 12 / Matric
Educational institution	Rakoko senior secondary School
Educational qualification	Grade 12
I could work	I could work any office work

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

**Computer knowledge**

Computer literacy, word and Excel.

I know how to use spread sheet.

**Recommendations**

Contact person	Geophrey Moanakwena
Occupation	Owner
Company	Moana service centre
Telephone number	0833387883
Email address	rapi@telkomsa.net

**Additional information**

Your hobbies	I like spending time using computer. And make use of my phone
Driver licenses	None
Salary you wish	13000.00 R per month
How much do you earn now	11000.00 R per month