



Welcome Mosia

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I looking the administrator job or miners job

My positive point is that I have office administration certificate and also management assistant N6 certificate nd have 16 months experience in administration

Preferred work location Witbank
Mpumalanga

Secunda
Mpumalanga

Middelburg
Mpumalanga

Contacts and general information about me

Day of birth 1996-02-06 (29 years old)

Gender Male

Residential location Nquthu
KwaZulu-Natal

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 2022.09 iki 2024.02**

Company name Edumbe Community Health Center

You were working at: Administrators

Occupation Admin clerk inserte

What you did at this job position? Administration duties such as data capture, retrieve files for patients, receiving incoming and outgoing calls

Education

Educational period	nuo 2018.01 iki 2020.12
Degree	Certificate
Educational institution	Mthashana Tvet College
Educational qualification	Office administration NCV NQF4 (level 4)
I could work	Any where in administrator

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent

Computer knowledge

I have computer skills in Microsoft office (Ms Word, Ms Excel, Ms Publisher, Ms Outlook, Ms Power point, Ms Access and Ms OneNote)

Conferences, seminars

I'm still doing inservice in order to get my diploma qualification and I only left with 1 month to complete my inservice training.

Recommendations

Contact person	Miss V.C Chonco
Occupation	Lecturer
Company	Mthashana Tvet College
Telephone number	073 337 1286
Contact person	Dr MM Sibeko
Occupation	Supervisor
Company	eDumbe Community Health Center
Telephone number	082 940 8119
Contact person	Miss P.E Mchunu
Occupation	Supervisor
Company	eDumbe Community Health Center
Telephone number	078 577 4198

Additional information

Your hobbies	Reading Soccer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-06-00 (7 years)
Salary you wish	R14000+ R per month

How much do you earn now

R3500 R per month