



Wandile Kubheka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Online Administrative Support | Data Entry | Virtual Assistant

I am a reliable and detail-oriented Online Administrative Support professional with strong organizational skills and practical workplace experience. I have a solid background in administration, data handling, quality control, and basic computer work, gained through several years of structured work in a fast-paced production environment.

I am highly skilled in data entry, document formatting, inventory tracking, record keeping, and general administrative support. I work accurately, follow instructions carefully, and ensure tasks are completed on time and to a high standard. My experience has trained me to pay close attention to detail, manage information correctly, and maintain confidentiality.

I am comfortable using Microsoft Word, Excel, and basic data entry systems, and I am quick to learn new tools and processes. I am dependable, organized, and able to work independently while also communicating clearly with clients and teams.

Services I can help you with:

Data entry and data cleaning

Spreadsheet and document management

Email and admin support

Record keeping and file organization

Inventory and stock tracking

General virtual assistant tasks

I am committed to delivering accurate, professional, and timely support, and I am eager to grow long-term working relationships with clients.

Preferred occupation	Data capturers Administrative jobs
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	Bookkeeper Administrative jobs
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Preferred work location	Johannesburg Gauteng
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Contacts and general information about me

Day of birth	2000-08-28 (25 years old)
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Gender	Male
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.06 iki 2025.10
Company name	AGT Foods Africa
You were working at:	Online data processor
Occupation	Warehouse assistant
What you did at this job position?	Data entry, Stock control, label printing, office administration

Education

Educational period	nuo 2014.01 iki 2018.12
Degree	Grade 12 / Matric
Educational institution	THuto Pele Secondary School
Educational qualification	Matric Certificate
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

i am well experienced, very comfortable using Microsoft Word, Excel, and basic data entry systems

Additional information

Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	4000 R per month