



Charity Xongi Ngoveni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk

Preferred occupation

Filing clerk
Administrative jobs

Receptionist
Administrative jobs

Preferred work location

Gauteng

Contacts and general information about me

Gender

Male

Residential location

ekurhuleni tembisa
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 2017.06 iki 2017.12

Company name

majosi primary school

You were working at:

Office manager

Occupation

admin clerk

What you did at this job position?

performing admin job

Working period

nuo 2018.01 iki 2019.07

Company name

elim hospital

You were working at:

Filing clerk

Occupation

admin clerk

What you did at this job position?

performing admin job

Working period	nuo 2020.05 iki 2020.06
Company name	imvula security company
You were working at:	Filing clerk
Occupation	skills
What you did at this job position?	filling files

Education

Educational period	nuo 2016.01 iki 2019.07
Degree	Diploma
Educational institution	vhembe tvet college
Educational qualification	public management
I could work	as clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Xitsonga	fluent	fluent	fluent
Tshivenda	fluent	very good	very good

Computer knowledge

excel
word
powerpoint
outlook

Recommendations

Contact person	mr singo I
Occupation	assesst clerk
Company	elim hospital
Telephone number	015 556 3201

Additional information

Driver licenses	None
Salary you wish	100000 R per month
How much do you earn now	4500 R per month