



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 l
 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