



# Thokozani Msongelwa

Curriculum Vitae (CV)

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

I'm looking for Admin check or data capture, I have a good experience with references.

Your positive response will be highly appreciated

Regard

Thokozani

Preferred occupation                      Filing clerk  
Administrative jobs

Preferred work location                      Rustenburg  
North West

## Contacts and general information about me

Day of birth                      1989-10-31 (36 years old)

Gender                      Male

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 2018.04 iki 2019.04**

Company name                      Anova Health institute

You were working at:                      Operations Clerk

Occupation                      Admin clerk

What you did at this job position?                      Opening files for the patients, Capture them, Filling  
aaccording to their file numbers

## Education

Educational period	<b>nuo 2019.04 iki dabar</b>
Degree	Certificate
Educational institution	MSC business college
Educational qualification	Customer Management
I could work	Yes

#### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	fluent	fluent	fluent

#### Computer knowledge

Typing  
M's Word  
M's excel  
PowerPoint  
Internet and Email  
Outlook

#### Conferences, seminars

Matric  
Basic IT  
Home based care  
Hiv and Aids  
Security

#### Recommendations

Contact person	Ziyanda Juta
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#### Additional information

Salary you wish	1000 R per month
How much do you earn now	7500 R per month