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| --- | --- | --- |
| First Name:  Date of Birth:  Marital Status:  Dependents:  Sex:  Nationality:  Hobbies:  Professional Skills: (10) |  | **Personal Information**  Charlie  01 January 0000  Single/Married  If applicable  Male/Female  South African/European etc  Cycling, Reading etc  **Skills**  Accounting (for example, IT skills, languages with level of fluency, or knowledge of specific programs or machinery) |
| Computer Skills:  Languages:  Education /  Tertiary: |  | MS Office etc  English (Home language etc)  Afrikaans (Home language etc)  Dutch etc (what level Dutch)  **Education/Courses**  **Year/s** (2001 to 2003 for example)  Institution  Diploma/Degree |
| Courses: |  | **Year/s**  Institution/Company  Certificate/Course  Institution  Year  Course |

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| Duration: |  | **Employment**  **October 2020 - Current** |
| Company: |  | Unknown |
| Position:  Achievements: |  | Manager etc |
|  |  | * Duties * Admin etc |
|  |  |  |
| Reason for Leaving: |  | Resigned etc |

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| Duration: |  | **Employment**  **October 2020 - Current** |
| Company: |  | Unknown |
| Position:  Achievements: |  | Manager etc |
|  |  | * Duties * Admin etc |
|  |  |  |
| Reason for Leaving: |  | Resigned etc |