

Pinkie Jokweni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am dedicated and highly driven young woman. I am also a fast learner, highly adaptable and always willing to go extra mile to add value and to find ways to improve through continuing exposure to new tasks and practical learning opportunities. I am looking for a growing organisation that will help me grow my profession.

Preferred occupation Administrators

Administrative jobs

Shop assistants Retail, store jobs

Teachers Teaching jobs

Fundraiser

Management, human resources jobs

Government jobs
Government jobs

Preferred work location Bizana

Eastern Cape

Durban City KwaZulu-Natal

Port Elizabeth Eastern Cape

Cape Town Western Cape

Contacts and general information about me

Day of birth 1999-08-29 (25 years old)

Gender Female

Residential location Durban City

KwaZulu-Natal

Telephone number Information is available only for registered users.

<u>Sign ir</u>

Sign in

Work experience

Working period **nuo 2021.01 iki 2022.12**

Company name Emgodini primary school

You were working at: Administrators

Occupation School admin clerk

What you did at this job position? Dealing with all schools admin work.

Working period nuo 2019.02 iki 2019.12

Company name University of Fort Hare

You were working at: Trainers

Occupation Tutor

What you did at this job position? Tutoring first year students

Working period nuo 2020.02 iki 2020.11

Company name University of Fort Hare

You were working at: Trainers

Occupation Tutor

What you did at this job position? Tutoring second year students

Working period nuo 2020.03 iki 2021.09

Company name Department of education

You were working at: Training

Occupation Assistant teacher

What you did at this job position? Assisting teachers with all the administrative tasks, teaching

grade 7 EMS, Technology and English

Working period **nuo 2017.12 iki 2018.06**

Company name Madiba hardware

You were working at: Shop assistants

Occupation Merchandise

What you did at this job position? Wiping dust from the paints buckets in the store

Working period **nuo 2015.03 iki 2017.09**

Company name Kideo crèche

You were working at: Aftercare assistant

Occupation Aftercare assistant

What you did at this job position? Looking for kids in the afternoon

Education

Educational period **nuo 2017.01 iki 2017.12**

Degree Grade 12 / Matric Educational institution Nyangilizwe sss

Educational qualification Matric

I could work Yes

Educational period **nuo 2018.02 iki 2020.11**

Degree Degree

Educational institution University of Fort Hare Educational qualification Bachelor of commerce

I could work Yes

Educational period **nuo 2021.02 iki 2021.11**

Degree Professional Qualification

Educational institution University of Fort Hare

Educational qualification PGCE
I could work Yes

Educational period **nuo 2019.11 iki 2019.12**

Degree Certificate

Educational institution iSabed

Educational qualification Cashier certificate

I could work Yes

Languages

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

Computer knowledge

Ms word

Ms Excel

PowerPoint

I good computer skills and knowledge

Recommendations

Contact person Mr Mthakasi

Occupation Principal

Company Emgodini primary school

Telephone number 083 6387 053

Contact person Prof V Mncube

Occupation Dean

Company University of Fort Hare

Telephone number 040 6022 448

Contact person Ms Zondi
Occupation Principal

Company Kideo creche

Telephone number (083) 521-5065

Contact person Dr S Luggya

Occupation Lecturer

Company University of Fort Hare

Telephone number 073 6399 037

Additional information

Your hobbies Dance, Sport and travelling

Driver licenses None