



# Akhona Sodwele

Curriculum Vitae (CV)

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

My name is Akhona Sodwele, I have two years of experience as a Project management assistant. Mainly focusing on development and training of SMMEs. I am currently busy with Seda trainings which will equip me with the right knowledge in the SMME space.

Assisting with travel bookings.

Supporting the Project Managers with maintaining and entering information into database.

Handling Project related incoming calls.

Managing PMO filling system.

Recording SMMEs information as needed.

Updates and maintaining PMO paperwork. Answering,

Screening, and forwarding phone calls in a professional manner.

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth    1990-02-22 (34 years old)

Gender    Female

Residential location                                  Johannesburg  
Gauteng

Telephone number                                      *Information is available only for registered users.*  
[Sign in](#)

Email address    *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2020.10 iki 2023.06**  
 Company name Zevoli Growth Partners  
 You were working at: Administrators  
 Occupation Project Administration  
 What you did at this job position? Administration

**Education**

Educational period **nuo 2008.01 iki 2008.01**  
 Degree Grade 12 / Matric  
 Educational institution Mount Frere High School  
 Educational qualification Grade 12  
 I could work I can do office work, Administration work ,PA work, Reception work and work with Projects.

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | very good      | very good           | good          |
| English  | very good      | very good           | good          |

**Computer knowledge**

- Microsoft Office -Proficient
- Outlook
- Excel
- Word

**Conferences, seminars**

- Events
- Work shops
- Sessions

**Recommendations**

Contact person Refiloe Pitso  
 Occupation HR  
 Company Zevoli Growth Partnes  
 Telephone number 076 480 7023  
 Email address fifi@gmail.com

|                  |                        |
|------------------|------------------------|
| Contact person   | Mpho Munyai            |
| Occupation       | Coordinatour           |
| Company          | Zevoli Growth Partners |
| Telephone number | 072 971 9323           |
| Email address    | mpho@zevoligp.com      |

#### **Additional information**

|                          |                       |
|--------------------------|-----------------------|
| Your hobbies             | - Watch TV            |
| Driver licenses          | A1 Motorcycle ≤ 125cc |
| Driver license from      | 2021-10-00 (3 years)  |
| Salary you wish          | 12,000 R per month    |
| How much do you earn now | 10,000 R per month    |