



# Kholiswa Ndudula

Curriculum Vitae (CV)

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

Events Management

Development of business strategies and appropriate strategies.

Initiate strategies to improve the company's programs and projects.

Assist in Company Branding

Media Liaison

Report writing and copy writing

Coordinator

Translation of documents( English, Afrikaans and Isi Xhosa)

## Contacts and general information about me

Day of birth	1980-03-04 (44 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.01 iki 2023.04</b>
Company name	iMbokodo Stiletos
You were working at:	Other jobs
Occupation	Communications n Marketing
What you did at this job position?	Communication specialist
Working period	<b>nuo 2013.08 iki 2017.05</b>
Company name	Bitou Municipality
You were working at:	Government jobs
Occupation	Manager: Communications, Public Participation and Customer care
What you did at this job position?	Development of strategies, Media Liaison, Copy writing, Writing Press Releases, Responsible for spending of budget votes, ensure that queries and enquiries from the public are dealt with in accordance with service standard agreements

Working period **nuo 2008.07 iki 2013.07**  
 Company name Eden District Municipality  
 You were working at: Government jobs  
 Occupation Senior Communications/ IGR and PP Officer  
 What you did at this job position? Coordination, Development and Implementation of Communication Strategy for the Municipality, Monitoring and Analysing all Media coverage and media responses when requested, Compile , Copywriting, Translation and Proof reading the Intergovernmental Relations newsletter, Prepare Agenda and Minute taking, Report writing, Participate in all local government relations structures, Writing Speeches and Media Liaison,Events Management, Policy Formulation

Working period **nuo 2007.07 iki 2008.07**  
 Company name Eden District Municipality  
 You were working at: Government jobs  
 Occupation Assistant: IDP Coordinator  
 What you did at this job position? Coordinate and Monitor all the IDP ( Integrated Development Planning) processes of the B' Municipalities,within the jurisdiction area in order to ensure excellent execution of tasks and integration with the Eden IDP, Advocate and Promote the IDP within the Council and local municipalities, Liaising and interacting with external and internal stakeholders, as well as organising events and programs for the department, Complete transactional documentation in accordance with the procedures and submit for approval, update the budget and expenditure, Deliver IDP inputs for the capacity of the budget,prepare requisitions for approval, Render basic administrative support

Working period **nuo 2006.02 iki 2007.07**  
 Company name Eden District Municipality  
 You were working at: Government jobs  
 Occupation PIMMS: Administrator  
 What you did at this job position? Assist the senior planner with regards to planning of activities and executing projects, Liaise with internal and external stakeholders,Develop and update the centre information data and updating budget,Assist in writing press releases as well as translate and edit communication material, Draft Reports and Minute-taking, Prepare month end (financial expenditure)for the DPLG

## Education

Educational period **nuo 1997.01 iki 1997.11**  
 Degree Grade 12 / Matric  
 Educational institution Kama High School  
 Educational qualification Full Matriculation Exemption

Educational period **nuo 2000.01 iki 2002.11**  
 Degree Degree  
 Educational institution University of Fort-Hare  
 Educational qualification Bachelor of Social Sciences in Communication

Educational period **nuo 2009.02 iki 2009.06**  
 Degree Certificate  
 Educational institution IDASA  
 Educational qualification Municipal Journalism & Reporting  
 I could work Eden District Municipality

Educational period **nuo 2006.06 iki 2007.06**  
 Degree Certificate  
 Educational institution Agate Frontline Development Training  
 Educational qualification Certification  
 I could work Eden District Municipality

**Languages**

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

**Computer knowledge**

Ms Word  
 Ms Access  
 Internet  
 Ms Excel  
 Ms Powerpoint

**Recommendations**

Contact person Linda Ngcephe  
 Occupation Managing Director  
 Company iMbokodo on Stiletto's  
 Telephone number 0714634125  
 Email address Mbokodoons@gmail.com

Contact person	Ntho Moredi
Occupation	Manager: Expenditure
Company	Bitou Municipality
Telephone number	044501300/ 0748360087
Email address	nmoredi@plett.gov.za

Contact person	Herman Pieters
Occupation	Manager: Communications
Company	Eden District Municipality
Telephone number	0814555699
Email address	herman@edendm.co.za

#### **Additional information**

Your hobbies	Reading, writing, cooking , social media
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-11-00 (18 years)
Salary you wish	15000 R per month
How much do you earn now	13500 R per month