



Athenkosi Mpiliso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am open to any and everything that might spark my interest. I am very good at listening, critical thinking and organized, fast learner and always eager to learn new things. I love to solve problems of any kind and I love opportunities to grow and make myself better at anything I try. I therefore do not doubt that I could make a valuable contribution to the vacancy you find suitable for me.

Preferred occupation	Jobs for students Student jobs
	Part time jobs Part time, weekend jobs
	Generals General jobs
	Cashiers Retail, store jobs
	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2014.09 iki 2015.11**

Company name ANHEF Organisation

You were working at: Teachers

Occupation Secretary

What you did at this job position? I voluntarily worked as a secretary I was responsible for: Assisting with drafting of business documentation such as business plan & business case, Aligning of proposed projects with applicable government policies, Helping with preparation of presentation to identified stakeholders, Monitor and evaluate the organization performance.

Education

Educational period **nuo 2008.01 iki 2012.12**

Degree Grade 12 / Matric

Educational institution Makupula Secondary High School

Educational qualification Bachelor

Educational period **nuo 2013.01 iki 2017.12**

Degree Degree

Educational institution University of the Western Cape

I could work At any company over the weekends as a part time worker or during the week everyday afternoon or night shifts everyday.

Languages

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

Computer knowledge

1. Advanced Microsoft office
2. Data Capturing skills

Recommendations

Contact person Wiseman Mchwengiseni Msomi

Occupation Economic Development Policy Officer

Company ANHEF Deligate and Founder of B-Squared Corporative

Telephone number 0626541502

Email address 3181680@myuwc.ac.za

Additional information

Your hobbies

1. Dancing, Listening to music
3. House chores and Watching movies

Driver licenses None

