



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

