



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

