

CURRICULUM VITAE
OF
Miss Nonhlakanipho Mfeka

Address: 587 Daffodil Crescent. Ebony Park 1632
Contact Number (s): 079 092 4730(C) 072 506 5457(alt.) Email
Address: nonhlakaniphomfeka1@gmail.com

PERSONAL DETAILS:

Id No.: 9301100661084	Home Languages: IsiZulu
Criminal Offences: None	Other Languages: English, Sesotho Setswana and IsiXhosa
Health: Good	Marital Status: Single
Hobbies: Reading, writing and sport	Nationality: South African

EDUCATIONAL HISTORY

HIGH SCHOOL:

Last High School Attended	: Sebetsa-O-Tholemoputso High School
Highest Grade Passed	: Grade 12
Year	: 2011
Subjects Passed	: IsiZulu Math's Literacy English Geography Life Sciences History Life Orientations

TERTIARY EDUCATION:

Name of Institution	: University of Johannesburg
Qualification	: BA Politics
Year Completed	: 2015
Major Modules	: Politics, Public Management and Governance

Name of Institution	: University of South Africa
Qualification	: PGCE (Intermediate and Senior Phase)
Year Completed	: 2020
Specialization	: Social Science, Mathematics, NsTech

OTHER CERTIFICATE

Name of the certificate	: HIV Testing and counselling
Year obtained	: 2017

WORK EXPERIENCE:

SAB Chamdor Brewery

People/HR Learner

(01 February 2023– Present)

-Current

Record minutes of the meeting
Scan and photocopy documents
Interview and selection
Learning and development
Tracking and retrieval of documents
Filling and manage paperwork
Record documents
Arrange and record events
Arrange meetings

Coca Cola Devland

Administration/HR Learner

(April 2022 – January 2023)

-Contract ended

Check whether invoices are valid
Scan and file invoices
Stationery and equipment ordering
Open and close files
Capture data

Queens Park School Roodepoort

Teacher

(03 March 2021-25 March 2022)

-Contract ended

Teaching grade 4-9 learners (English, Social Sciences, Creative Arts, life Orientation)
Classroom management
Assessing learners
Pastoral role
Arrange meetings and take minutes
Assist parent with enquiries

KNOWLEDGE SKILLS AND COMPETENCES:

- Good computer skills (Word, Excel, PowerPoint)
- Good interpersonal skills
- Good communication skills
- Problem solving skills
- Multitasking
- Customer service

- Time management skills
- Good work ethic
- Good telephone etiquette
- Sound organisational skills
- Leadership skills -----

REFERENCES:

- Name : Malefa Mokoena
Contact : 063 698 4153
Organisation : SAB Chamdor Brewery
Occupation : Human Resource
- Name : Motatso Mabobe
Contact : 065 997 9134
Organisation : Queens Park School
Occupation : Head of Curriculum