



Curriculum Vitae of Asa Chabalala

PERSONAL INFORMATION

FIRST NAME / SURNAME	Asa Chabalala
ADDRESS	88 Vaal Street, Protea Glen, Soweto
TEL	064 894 7322
EMAIL	asachabalala2000@gmail.com
NATIONALITY	South African
DATE OF BIRTH	28/08/2000
GENDER	Male
MARITAL STATUS	Single

WORK EXPERIENCE

DATES	August 2022 - December 2022
POSITION	Junior Lab Analyst
RESPONSIBILITIES	<ul style="list-style-type: none">- Test and approve raw materials- Test and approve medication after manufacturing
EMPLOYER / ADDRESS	August 2021 - July 2022
POSITION	Financial Admin Assistant (Intern)
TYPE OF BUSINESS	<ul style="list-style-type: none">- Develop and maintain filing system- Process invoices- Follow up with clients and suppliers Ascendis Pharma 377 Rivonia Blvd, Rivonia Pharmaceutical/Medical Supplies
DATES	September 2019 - December 2020
POSITION	Records Management
RESPONSIBILITIES	<ul style="list-style-type: none">- Administration- Data Capturing
EMPLOYER / ADDRESS	ANOVA Health Institute 12 Shelbourne Rd, Parktown
TYPE OF BUSINESS	Non-Governmental Organisation



Curriculum vitae

WORK EXPERIENCE

DATES	February 2018 - August 2019
POSITION	Office Assistant
RESPONSIBILITIES	- Clerical duties Swikhulu Business Enterprise

Education

SCHOOL	E.P.P Mhinga Secondary School
HIGHEST GRADE COMPLETED	Grade 12
YEAR COMPLETED	2017
SUBJECTS	XiTsonga Home Language English First Additional Language Mathematics Physical Sciences Life Sciences Geography Life Orientation

Skills and Competences

LANGUAGE SPOKEN	English; XiTsonga
OTHER LANGUAGE(S)	IsiZulu; SeTswana
SOCIAL SKILLS AND COMPETENCES	<ul style="list-style-type: none">- Effective spoken and written communication skills- Active listening- Conflict resolution- Empathy and respect for fellow colleagues- Analytic skills- Ability to work in a team
ORGANISATIONAL SKILLS AND COMPETENCES	<ul style="list-style-type: none">- Prioritisation- Decision-making- Attention to detail- Leadership- Delegation
COMPUTER SKILLS AND COMPETENCES	

**COMPUTER SKILLS AND
COMPETENCIES**

- Microsoft Office (Word; Outlook; Powerpoint)
- Email communication

REFERENCES

1. Pauline Botha
Manager - Ascendis Pharma
079 981 1506
2. Michael Moloi
Manager - ANOVA Health Institute
083 663 6464
3. Yolanda Dlomo
Manager - Ascendis Supply Chain
073 579 2599