**ZIMASA**

**CAREER OBJECTIVES**

To establish myself in a dynamic environment where by my extensive education training in Public Management and Governance and in Information management can be fully utilized and also used to advance myself in the working environment.

**PERSONAL DETAILS**

Language Proficiency : English, IsiXhosa, and Zulu

Criminal record : none

**EDUCATION**

**TERTIARY:**

Institution : University of Johannesburg (2012-2014)

Degree pursued : BA in Public Management and Governance

Major Subjects : Public management and Governance, Politics, Development Studies, Information management.

Institution : University of Johannesburg (2015)

Degree pursued : BA Hons in Public Management and Governance

Major Subjects : Advanced Public Human Resource Management, Capita Selecta, Research and Methodology and Advanced Public Financial Management

**SECONDARY:**

Institution : Nirvana Secondary School (2009-2011)

Highest Grade Passed : Grade 12

Subjects : English (Home Language), Afrikaans (Second Language),

Business Studies, Life Sciences, Geography

Mathematical Literacy, Life Orientation

**EMPLOYMENT HISTORY**

Institution : Department of higher education and training (Aril 2016- current)

Position held : Intern (Social inclusion and equity)

Tasks and Responsibilities : Administration (filing, travel arrangements, managing correspondence), research, monitoring and evaluation, analysis of policies.

Contact person : Mr Tabata (Supervisor/ Deputy Director social inclusion and equity)

Institution : University of Johannesburg (October 2015- December 2015)

Position held : Tutor

Tasks and Responsibilities : consulting with students, mark assignments

I have volunteered at various institutions where i helped out with administration work like filling,managing correspondence also during my four years in university i my degree required a lot of research, power point presentations, submission of reports and intensive essays. My experience in retail has also helped me understand the different cultures, languages and diversity that exists in the communities and professional environment. Also as an intern in the Department of higher education and training i am responsible for Administration (filing, travel arrangements, managing correspondence), research, monitoring and evaluation, analysis of policies.

I have worked for four years at Aviwe business development agency as a driver in delivering electricity and water pre-termination notice letter around jhb, and electricity and water meter reading also worked in the office helping with Capturing Information on Electronic file and Microsoft Excel, Verifying the Portions (file).

Administration (filing, travel arrangements, managing correspondence), research, monitoring and evaluation, analysis of policies.

Contact person : Mrs Tasneem Majam (Course co-ordinator)

Institution : Pep cell (October 2014- FEBRUARY 2015)

Position held : P27

Tasks and Responsibilities : cashier and promoting store products

Total receipts and balance against sales

Guiding and solving customer queries

Handling all the cash transactions of the store

Contact person : Thembeka (manager)

: 0733554334/ 0112970725

Institution : Roots Butchery (March 2013- December 2013)

Position held : casual

Tasks and Responsibilities : cashier and promotions

Total receipts and balance against sales, deposit receipts

Resolve customer complaints

Checking daily cash accounts

Contact person : Palesa Cebekhulu (supervisor)

: 081 056 9016/ 011 297 5058

**COMMUNITY ENAGAGEMENT/EXTRA-CURRICULAR ACTIVITIES**

* Completed two weeks of community service at the Protea Glen clinic where I had to do filling, administration and answer phones
* Completed a month of community service at COPESSA NGO as part of a school project, my responsibilities were helping children with homework, administration and answering phones. Welcoming of visitors by greeting them in person or on telephonically. Answering, forwarding calls. Monitoring logbook and issuing visitors badges. Other office duties such as typing, emailing, filing, records keeping, keyboarding /data entry, faxing. Booking meetings and setting appointments keeping reception neat and tidy.
* Active participant in the community engagement programme at the university of Johannesburg
* Completed a two day volunteering programme at the SABC career Indaba between the 18-19 May 2015
* Volunteered for two days at the African Edu-week 1 -2 July 2015.

**PROFESSIONAL SKILLS**

* Communication skills (report writing and presentations)
* General office routine skills and experience
* Computer skills (Windows 7&8, MS Word, MS Access, MS Excel, PowerPoint)
* Interpersonal skills
* Attaining objectives through the teamwork process
* Exhibiting and displaying services and products (Promotions)

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