CURRICULUM VITAE FOR:

SITHOLE

[SITHOLE.367198@2freemail.com](mailto:SITHOLE.367198@2freemail.com)

**EDUCATIONAL QUALIFICATIONS**

High School: Hlangabeza High School

Highest Grade Passed: Grade 12

Subjects Passed: IsiNdebele

Religious Studies

Agriculture

Accounts

Science

Mathematics

English

Business Studies

**Tertiary Qualifications**

Name of Institution: Business Environment Services in Association with National University of Science and Technology.

Qualifications Obtained: Diploma in Marketing Management.

Year Obtained: 2010

Name of Institution; Zimbabwe Institute of Management.

Qualifications Obtained: Executive Diploma in General Management.

Year Obtained: 2009.

**Computer Literacy- Microsoft office 2008 (Ms Word, excel, Power point, Spreadsheet)**

**Current Studies:**

Post Graduate Certificate in Education- Senior Phase and Further Education and Training- Economics (UNISA Student Number 58506446)

**EMPLOYMENT HISTORY**

**1.Company Name:** Bemssel College

No 17 Loveday Street

Marshalltown

Johannesburg

**Post Occupied:** Economics and E.M.S Teacher

**Grades Taught: 8-12**

**Duration:** January 2017 to present.

**2. Company Name:** Supreme Educational College

No 155 Barbuda St, Elandsfontein Johannesburg

**Post Occupied** : **Teacher, Head of Department- Commercials**

Subjects Taught: Business Studies and Economics

Grades Taught: 10-12

Duration: January 2016 to December 2016.

**3. Company Name**: Whitehouse College 3rd Floor, 90 President St, Dr Neil Aggett House, Johannesburg

**Post Occupied** : **Teacher, Head of Department- Commercials**

Subjects Taught: Business Studies and Economics Grade 10-12

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Duration: January 2015 to December 2015.

**Post 2:** **English Tutor- Grade 7 to 12 at Renford Academy**

**4. Ministry of Health and Child Care (Bulawayo City Council - Nkulumane Clinic)**

**Post Occupied : HIV and TB Data Capture Clerk**

**Duration : January 2014 to 31 December 2014.**

**Duties**

* Capturing HIV and TB patient level data into a database.
* Validating captured data and making necessary corrections.
* Producing necessary reports for provincial and National planning purposes.

**5. Pioneer Hi-Bred (Seeds ) Zimbabwe**

**Warehouse Clerk- January 2013 to December 2013**

**6**. **FBC Bank Ltd**

**Teller One- March 2008- September 2010**

**Summary of Duties and Responsibilities**

* Supervising Tellers
* Processing Deposits and Withdrawals for customers
* Attending to frontline queries
* Balancing Bank cash Suspense accounts and Bank cash (Vault).
* Managing Bank cash, placing cash orders and dispatching excess cash to Central Cash Depot, other branches and other Banks.

**Other Responsibilities**

**Instant cash or Money Gram Payment Officer- June 2009-September 2009.**

**7. Met Bank**

**Summary of Duties and Responsibilities**

1. Teller -November 2003- March 2008
2. Chief Teller-June 2004- September 2005
3. Customer Services and Enquiries Officer-September2005- December 2005
4. Clearing and Ledgers Supervisor- January 2006- June 2006
5. ATM Custodian- February 2006- July 2006

**8. Hlangabeza High School**

Agricultural Sciences and Accounting Teacher-February 2002- October 2003.

Management of business and Agricultural Sciences Teacher-Sept 2011- Sept2012

**Achievements and Awards**

* Got a prize for the best, accurate and diligent teller at Met Bank in 2005.
* Produced the best “O” level Agriculture results (96% pass rate) in November 2002 examinations.

**CAREER OBJECTIVES AND VALUES**

* To associate with a progressive, dynamic organization on which I will utilize my academic qualifications, knowledge, professional experience and skills.
* To associate with progressive people who have a passion for success and prosperity, uphold the basic virtues of good corporate governance and who are result oriented

**PERSONAL ATTRIBUTES**

* A drive for success through commitment to the production of high results, meeting deadlines, working under minimum supervision.
* A determined, ambitious, enthusiastic individual who can associate with any given culture and effectively master in complex environment
* Ability to work both independently and in a team. Self motivated and results oriented
* A self starter who can adapt to different working environments and fit into any system.

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