

**CURRICULUM VATAE  
OF  
AVIWE KOLI**

**PERSONAL DETAILS**

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Physical Address:	3660 Block 4 Phillippi East 7750
Contact Details:	084 637 9834 (Cell Number) 076 147 3162 (Alternate number) <a href="mailto:aviwekoli@gmail.com">aviwekoli@gmail.com</a> (Email Address)
Name:	Aviwe
Surname:	Koli
ID Number:	9505175660082
Date of Birth:	17 May 1995
Gender:	Male
Ethnicity:	Black
Religion:	Christian
Language Proficiency:	IsiXhosa (Read, write, speak) English (Read, write, speak) IsiZulu (Read, write, speak)
Criminal Record:	None

**EDUCATION**

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**High School:**

Institution:	Richard Varha High School
Qualification:	Grade 12 (Matric)
Year Obtained:	2013

**Further Education:**

Institution:	Skillwise Academy
Qualification:	NQF 5: Computer Literacy Training which includes: Microsoft word Microsoft Access Microsoft PowerPoint Microsoft Excel
Year Obtained:	2018

## WORK EXPERIENCE

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Company Name:	Department of Education
Job Title:	Examination Assistant
Duration:	Nov. 2022 – Dec. 2022
Reason for Leaving:	Contract Expired
Duties:	<p>Daily receive, check, control, scan and pack scripts for marking including indexed archival of scripts after marking.</p> <p>Ensure the correct number of scripts and marksheets per batch, subject, paper and examination session are received, controlled, scanned and these are packed for the correct marking centre and ensure discrepancies.</p> <p>Create a marking centre file for all scripts to be dispatched for each of the marking venues.</p> <p>Receive, control and archive marked scripts at Head Office for easy retrieval as and when required.</p>
Company Name:	Lukhozi High School
Job Title:	Teacher Assistant
Duration:	Nov. 2021 – Aug. 2022
Reason for Leaving:	Contract Expired
Duties:	<p>Tutor students one-on-one as they studied or worked on homework after school.</p> <p>Provide support and oversight in the classroom alongside the primary teacher to ensure safety and quality learning for learners.</p> <p>Assist with lesson planning, materials preparation and implementation of lessons to support readiness.</p> <p>Oversee new physical education program, including outdoor activity and physical literature skill building.</p>
Company Name:	Proconics (Pty) Ltd
Job Title:	Electrical Engineer Assistant
Duration:	Nov. 2016 – Jan. 2018 (Vocational)
Reason for Leaving:	Contract Expired
Duties:	<p>Prepare cost estimates, manages consultant, draft scope of work statements and content for requests for proposals and evaluation criteria for use in selecting consultants.</p> <p>Assist senior staff in reviewing and evaluating proposals for consultant work.</p> <p>Assist reviewing reports and coordinating with other agencies.</p> <p>Uses project scheduling software to track project milestones and monitor project budgets.</p> <p>Assemble information for inclusion in engineering project status and staff reports as needed.</p>

Company Name: Sportscene  
Job Title: Shop Assistant  
Duration: Nov. 2015 – Feb. 2016  
Reason for Leaving: Contract Expired  
Duties: Answer queries and handle customer complaints and sending them to management if necessary.  
Receive, process and organize deliveries.  
Process card and cash payments.  
Deal with customer refunds and assist them with their needs.  
Ensure that the workplace is clean and shelves are stocked.

## **SKILLS AND ABILITIES**

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- Excellent verbal and written communication skills.
- Good customer services.
- Good basic working knowledge of Microsoft word, Excel, PowerPoint etc.
- Computer literacy skills.
- Documentation and control.
- Transaction processing skills.
- Ability to work long and extra hours effectively.
- Ability to work with minimum supervision in a busy environment.
- Ability to learn quickly new skills and instructions.

## **REREFERENCES**

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Name: Siphesihle September  
Position: Supervisor at Small Project Foundation  
Contact Number: 063 930 7946

Name: Miss T.T. Mahanjana  
Position: Principal at Lukhozi High School  
Contact Number: 072 097 5284

Name: Luvo Ngqamsholo  
Position: Supervisor  
Contact Number: 084 650 8060