**CURRICULUM VITAE**

**OF**

**BABALWA MATANJANA**

**PERSONAL DETAILS**

Surnam e : Matanjana

Name : Babalwa

Identity Number : 901007 1036 081

Contact Number : 073 0105 080/ 078 836 5985

Email Address : babs.matanjana@gmail.com

Residential Address : G36 Bonga Street

: New Rest

: Gugulethu

: 7750

Nationality : South African

Marital Status : Single

Home Language : Xhosa (Speak, Read & Write)

Other Language : English (Speak, Read & Write)

**EDUCATIONAL QUALIFICATIONS**

School Attended : Comprehensive Insthukumo High School

Highest Grade Passed : Grade 12

Year : 2007

Subjects Completed : Xhosa

: English

: Mathematics

: Physical Science

: Biology

: Geography

**OTHER QUALIFICATIONS**

Institution Name : Achiever’s College

Course : Business Computing

Year : 2008

Subjects Completed : Introduction To Computer

: Spreadsheet

: Operating System

: Internet and Email

: Word Processing

: Computerized Accounting

: Microsoft Publisher

: Presentation

**SKILLS**

Customer Service

Leadership

**HOBBIES/ INTERESTS**

Singing

Television

Working in a Challenging Environment

**STRENGHTS**

Maturity and Ability To Work Under Pressure With Minimum Or No Supervision.

Good Team Player

Willing To Learn

Hard Worker

Excellent Communication Skills

**WORK EXPERIENCE**

**Company : Simba**

Position : General Assistant

Duties Description : Packaging Boxes

: Assisting anywhere in the factory.

Year : April 2011- September 2012

Reason For Leaving : Contract Ended

Reference : Mr Henry (Work Force Agent)

Contact Number : 021 9351 891/: 074 3259 050

**Company : UCT**

Position : Data Capturer

Duties Description : Collecting Data From Identified Households

: Data Capturing

Year : October 2012

Reason For Leaving : Contract Ended

Reference : Ayanda Sawulisi

Contact Number : 073 0044 057/ 078 5756 144

**Company : Perdm Recruitment**

Position : Trainee Manager (Ackermans)

Duties Description : Opening New Accounts , Training new sales executives

: Data Capturing

Year : October 2012

Reason For Leaving : Contract Ended

Reference : Judith Ciya

Contact Number : 021 823 8941