## **CURRICULUM VITAE OF**

## **PEARL NOKUKHANYA NDLOVU**

[Ndlovupearl0@gmail.com](mailto:Ndlovupearl0@gmail.com) 0697971553

**PERSONAL DETAILS**

**Name :** Pearl Nokukhanya

**Surname :** Ndlovu

**Gender :** Female

**Nationality :** South African

**Race :** African

**Identity Number :** 961109 0410 080

**Residential Address :** 3a Ngaba Ngaba

Litha Park

Khayelitsha

Cape Town

8001

**Languages**  **:** IsiZulu, IsiXhosa, English

**Marital Status :** Single

**Health :** Excellent

**Criminal Record :** None

**SECONDARY EDUCATION**

**High School :** Ogwini Comprehensive Technical High School

**Year Obtained :** 2013

**Subjects :** IsiZulu, English, Afrikaans, Economics, Business Studies, Tourism,

Mathematics, Accounting

**TERTIARY EDUCATION**

**Name of Institution :** UNISA

**Year Obtained :** 2014

**Qualification :** Abet Certificate

**Modules :** Planning and Administration

Developing Academic Skills

Contextual Studies

**Name of Institution :** Lamontville Education Center

**Year Obtained :** 2017

**Qualification :** Certificate

**Modules :** Introduction to Computers

Microsoft Office Word

Microsoft Office Power Point

Microsoft Office Excel

Microsoft Office Access

Microsoft Office Outlook

Internet Explorer

**WORK EXPERIENCE**

**Name of Company :** Velocity

**Period :** 1 Year

**Position :** Sales

**Contact Person :** David Burger (083 633 5780)

**Name of Company :** Multinational Lung Cancer Control Program

**Period :** 1 Year

**Position :** Cancer Registration, Data Abstraction, Conducting Questionnaires

**Contact Person :** Nothando Mbeje (078 234 6206)

**POSITIVE ATTRIBUTES**

* Observant.
* Competent.
* Calm disposition.
* Good analytical ability.
* Excellent time management.
* Good verbal and written communication skills.
* Able to handle work pressure with relative ease.
* Able to work independently as well as in a diverse team.
* Prepared to work extended hours, shift, weekends and holidays.
* Prepared to render auxiliary services to supervisory and professional personnel to ensure all tasks to which I am assigned is provided effectively.