



Kothembekile Vilakazi

Final Year Construction Studies Student

PERSONAL PROFILE

Easily adaptable and curious student on a mission of self-improvement and ultimate career development. I was able to establish myself as a determined and trustworthy individual who is capable of exceeding expectations through tasks presented to me as a House Committee member. Through my experience as an intern for the KZN Department of Health infrastructure unit, my passion for a career in the construction industry was validated.

EMPLOYMENT HISTORY

- **Secretary General** Current
Association of Built Environment Students
 - Recording and logging of meeting minutes and details
 - Recording and reporting of society events and activities
 - Liaising with relevant bodies and stakeholders
- **Student Front Desk Assistant** Current
Fuller Hall, University of Cape Town
 - Communication and collaboration across leadership structures
 - Front of House
 - Attending to Residence needs through administrative tasks
- **Green Campus Initiative and Culture Representative** 2023
Fuller Hall, University of Cape Town
 - Communication and collaboration across the residence system
 - Promoting intercultural activity within the house
 - Planning and executing house events in a sustainable manner
 - Managing and selecting a functional and productive team
 - Registration and orientation of incoming students
- **Intern Quantity Surveyor** 2023
KwaZulu Natal Department of Health Infrastructure Unit
 - Bill of Quantities reviewing and correcting
 - Bill of Quantities compiling
 - Measuring of buildings in preparation for billing
- **Intern Supervisor** 2023
Ojama
 - Daily walkabouts and feedback on site
 - Reviewing and rating of site activities
 - Verifiability, Leadership reviews and documentation
 - Health and safety site checks
 - Measuring of site activities
 - Sub contractor audit reports

CONTACT

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Rondebosch
Cape Town
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EDUCATION

- St Peter's College**
Matric certificate
Completed: 2021
- University of Cape Town**
BSc Construction Studies
Duration: 2022- Current date

EXPERTISE

- Excel
- AutoCad (advanced)
- Event planning
- Project Facilitation
- Project Planning
- Problem Solving
- Teamwork
- Administration
- Social skills
- Driver's License
- Meeting Minutes



CURRICULUM VITAE

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MODULES

First Year **2022**

Mathematics (MAM1010)
Evidence Based Management
Microeconomics
Construction Information systems
Building Science
Construction Technology 1
Mechanical Drawings

Second Year **2023**

Construction Technology 2
Measurement and Design Appraisal 1
Construction Management 1
Financial Accounting
Business Law
Labour Law
Geomatics
Professional Communication Studies

Final Year **2024 - current**

Construction Technology 3
Construction Management 2
Construction Costing
Measurement and Design Appraisal 2
Cost Engineering
Applied Contract Law 1

MATRIC SUBJECTS

2021
Mathematics
Physical Science
Accounting
Engineering Graphics and Design
English (Home Language)
Afrikaans (First Additional Language)

EMPLOYMENT HISTORY

● **Assistant Facilitator** **2022**

Motheo Academy

- Administrative tasks relating to apprentices
- Facilitation of apprentices during tasks
- Grading and inspecting of work done by apprentices
- Apprenticeship tasks such as constructing

● **Intern Administrator** **2022**

Khothi Accountants and Auditors

- Office administration tasks
- Answer of phone calls
- Front of office

REFERENCE

Amila Fihla

Admin Clerk

Email : amilafihla@khoti.net

Lethokuhle Madlala

Student Front Desk Assistant Co-ordinator

Contact details made available upon request