



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.

CONTACT

-  kothembekilevil@gmail.com
-  0767907974
-  OA Residence Road
Rondebosch
Cape Town
7700

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

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
 - Effective management of the residence student records.
- **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



CURRICULUM VITAE

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EMPLOYMENT HISTORY

- **Intern 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 brickwork structures
- **Intern Administrator** 2022
Khothi Accountants and Auditors
 - Office administration tasks
 - Effectively manage the reception services including: phone calls, emails, and message services
 - Front of office and first point of contact for clients and employees

REFERENCE

Amila Fihla

Admin Clerk

Email : amilafihla@khoti.net

Lethokuhle Madlala

Student Front Desk Assistant Co-ordinator

Contact details made available upon request

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)
Life Orientation