

# LUNGILE SIFUMBA

## CONTACT

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## OBJECTIVE

I am a dedicated individual willing to take on any challenge. I am attentive and conscientious. I complete all the tasks I get faithfully and with enthusiasm.

I am a loyal and honest person and I am always willing to take on new ventures in life. I am willing to learn new things in order to gain new skills in whichever environment I am put in and I want to utilize skills I already have in any career. I am very helpful and willing to contribute whenever the need arises.

Any company that takes me will be making a most worthwhile investment in human capital.

## SKILLS

- ADMINISTRATIVE SKILLS
- COMPUTER LITERACY
- HUMAN RELATIONS
- ADAPTABILITY
- MARKETING

## EDUCATION

### Jeppe High School for Girls

2017 - 2021

I matriculated in 2021 with a Bachelor pass.

I have been a participant in the annual Harmony South African Mathematics Olympiad.

I have done a one-year course on GIMP which has given me the tools to complete digital design tasks

I also completed the Google Data Analytics course in 2022 –a rigorous hands-on program that covers the entire scope of the data analysis process.

## EXPERIENCE

### Volunteering

#### Administration

2017

I have volunteered to do community service during the December holidays of 2017 as an admin clerk at Bezvalley Clinic. I learnt to organize files & handle the clinics admin during that period.

#### Kensington Tree Replacement Project

2020

I spent my 2020 December holidays assisting with the tree replacement project in my area where we did various things like: checking the most suitable grounds for planting, checking current tree conditions and tracking how many trees are planted in each area etc. I also learnt how to check water PH levels. We had a lot of group work and some individual work.

#### Marketing – Green Meadows Lifestyle Estate

2023

During the course of 2023 I marketed anything that needed promotion at Green Meadows Lifestyle Estate. There, I learnt how to work with a team and also how to work with people and market.

