

# MIKATEKO AYANDA NKHWASHU

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## OBJECTIVE

I am a highly motivated and dedicated individual with strong communication and interpersonal skills. I am always open to learn, I am a team player, reliable and honest. I can do the work and deliver exceptional results. I will fit in beautifully and be a great addition to the team.

## PERSONAL DETAILS

- Date of Birth : 11 August 1998
- Marital Status : Single
- Nationality : South African
- Gender : Female
- Race : African
- Languages : Xitsonga, Sesotho, English, Afrikaans
- Driver's license : Code 10

## EDUCATION

- **Richfield College, Pretoria**  
2021  
Diploma in Information Technology, Systems Development
- **Merensky High School, Tzaneen**  
2016  
National Senior Certificate  
Grade 12

## EXPERIENCE

- **Department of Home Affairs**  
- *Current*  
Internship  
**Duties:**
  - Indexer
- **Diskop Family Club, Khujwana**  
2012 - To date  
Secretary
- **Together as One Working Group, Nkowankowa**  
2021 - To date  
Secretary
- **Statistics of South Africa**  
February 2022 - March 2022  
Data Capture  
**Duties:**
  - Enumeration of people

- **Princess Kiddy Care Pre\_School**  
2019 - 2021  
Pre\_School Teacher (Volunteering)

**Duties:**

- Ensuring safety of the children
- Creating a nurturing setting for the development of cognitive, social and emotional skills
- Co-ordinate development and review of institutional standards
- Participate in development of strategic plan and business plan
- Monitor the implementation of the business plan

**Project Manager**

- Co-ordinate the implementation of Infection Prevention and
- Control (IPC) - Standards for Princess Kiddy Care Pre-School
- Developed an action plan for the project
- Monitor the progress of the services

## SKILLS

- Excellent communication skills (Verbal and Written)
- Strategic management and Leadership skills
- Ability to work under pressure and in a team
- Conflict resolution and People management
- Batho Pele Principles and Human right charter
- Client and customer orientation
- Interpersonal and organizational skills
- Report writing skills, PFMA and Public service regulation act

## COMPUTER SKILLS

- HTML, MySql, Java, C++, Javascript

## ACHIEVEMENTS

- 2019-2020: I had successfully prepared for the graduation and awarding giving of the end year function of Princess Kiddy Care Preschool

## REFERENCE

- **Mr Srina - "Richfield College"**  
Campus Manager  
064 385 1514
- **Mrs Millicent Bhimjee - "Mentor"**  
072 135 8079
- **Mr Samuel Rametse - "Lecturer"**  
061 015 5742
- **Mrs Mafiwa - "DCC of Stats"**  
079 501 1728