

PHUMELELA MWELASE

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LANGUAGES



English



IsiZulu



Code 10



Code A
LEARNERS

EMPLOYMENT HISTORY

KZN Print Media

ADMINISTRATOR

2020 – 2022

Rico Verhoef | (Managing Director)
rico@kznprintmedia.co.za
+27 83 225 0967

During my time at KZN Print, my responsibilities were to oversee and implement all clerical duties, oversee production and operations, support storewide accounting functions and implement bookkeeping procedures, manage subordinates, and maintain customer relations along with other various administrative functions.

Cedar Hill Church

CAFE MANAGER

2019 – 2020

Marvin Welby-Solomon | (exCOO)
Marvin.welby-solomon@ab-ibev.com

As the Cafe manager, my responsibilities were to oversee all aspects of the Cafe's operations. This included Staff Supervision, Staff Training, Budgeting, Costing, and Financial Reporting along with other various clerical and accounting functions.

Life Cafe

SOCIAL MEDIA MANAGER

2016 – 2018

Roxanne Verhoef | Accountant
+27 83 346 1745

At Life Cafe I was charged with curating a social media strategies, and communicating with online patrons through various social media platforms.

Roots Design

DATA CAPTURER

2015 – 2016

Frederik Kotze | (Owner)
freak@rootsdesign.com

As a Data Capturer for Roots Design, my responsibilities were populating websites the company was working on as well as copyediting.

COURSES & TRAINING

Sololearn

Python, HTML, CSS, SQL

Completed
2022

Google Digital Garage

The Fundamentals of Digital Marketing

Completed
2020

Udemy

100 Days of Python, 100 Days
of Web Development,
Bookkeeping Basics

Ongoing

UKZN Extended Learning

Foundation Math

Completed
2014

Kingsway High School

Matric
2013

SOFTWARE

MS OFFICE



SAGE ONE



SKILLS

SQL



PYTHON



TYPING

