

CURRICULUM VITAE OF MS PRECIOUS OKAFOR

PERSONAL DEATAILS

Surname	Okafor
Names	Precious Chinaza
ID Number	9908071103084
Contact Details	081 791 2733 pconqueoror07@gmail.com
Residential Address	No 24 Virginia Road The Hill JHB South 2197
Marital Status	Single

EDUCATION

Tertiary	Monash South Africa
Secondary	Mbowa College Verney College The Hill High School Duntonwood Primary School
Primary	Rewlatch Primary School

EXPERIENCE

Employer	MWIM Attorneys
Title	Office Admin (temp)
Period	January 2016, December 2016 & December 2017
Responsibilities	Office administration: Filing, Answering calls, Setting up meetings

ACHIEVEMENTS

Secondary School	Elected Prefect
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COMMUNITY ENGAGMENTS

Monash South Africa	Monash Saturday School Floroma CLAW (Community Led Animal Welfare) Food Drive
Church Hospital Ministry	Baragwanath Hospital Coronation Hospital Helen Joseph Hospital
Verney College	Door of Hope

Queenshaven

LANUAGE SKILLS

Home	English
	Igbo
Other	IsiZulu
	Afrikaans
	IsiXhosa

ADDITIONAL SKILLS

Technical	Microsoft Suite
	Java (BlueJ)
	Blogging
Communication	Good public speaker
	Leadership skills
Design	Design African attire

REFERENCES

Mr. Mwim	Owner of MWIM Attorneys 083 439 8839
Mr. Mbowa	C.E.O and principle of Mbowa College 083 434 3011