**CURRICULUM VITAE**

**OF**

**WADE PHILANDER**

**PERSONAL PROFILE**

**Surname : Philander**

**Name : Wade**

**Date of Birth : 23 October 1996**

**Identity Number : 961023 1251 080**

**Gender : Male**

**Address : 46 Welkom Street, Portlands, MITCHELL’S PLAIN, 7785**

**Health : Excellent**

**Marital Status : Single**

**Contact : Mobile: 081 550 2066**

**Criminal Record : None**

**E-mail address : wadephilander7@gmail.com**

**Home Languages : English & Afrikaans (read, speak, write)**

**ACADEMIC PROFILE**

**Secondary School Attended : Mondale Secondary School**

**Highest Grade Attained : Grade 12 (2014)**

**Subjects : English**

**Afrikaans**

**Business Studies**

**Mathematics Literacy**

**History**

**Geography**

**Life Orientation**

**Further Educational Achievements**

**Accenture: training for the future (April 2015 – September 2015)**

**Office Management and Technology**

**Computer basics**

**Rlabs institution Grow leadership program (February 2016 – September 2016)**

**Digital Design (Web Designing)**

**Technology**

**Entrepreneurship**

**Leadership skills**

**User-interface and User-Experience (UI/UX)**

**Specialize in End-user computing**

**Harambee Corporate bridge (complete) (July 2016-October 2016)**

**Customer care service/ Customer experience**

**Sales experience /Telephonic Sales experience**

**Personal Mastery**

**Billing (understanding and interpreting financial documents)**

**Coglab (Critical Thinking Training Module)**

**False Bay TVET College - Business Management Course (January 2017- June 2018)**

**Entrepreneurship & Business Management N4 complete**

**Entrepreneurship & Business Management N5 complete**

**Entrepreneurship & Business Management N6 complete**

**Management Communication N4 complete**

**Sales Management N5 complete**

**Sales Management N6 complete**

**Computer Practice N4 complete**

**Computer Practice N5 complete**

**Computer Practice N6 complete**

**Introductory Financial Accounting N4 complete**

**UWC/ Colab**

**Introduction to Multi-platform software development**

**Digital social innovation for impact**

**Knowledge of :**

**Billing**

**Financial Accounting**

**Public Financial Management Act**

**Work Experience**

**Company Name: Harambee Youth Employment Accelerator (July 2016-October 2016)**

**Position: Internship (Corporate Bridge)**

**Duties and Responsibilities:**

* **Sales**
* **Log Booking**
* **Keeping occupied space clean**

**Organization Name: Chosen Youth Club (January 2018-Recent)**

**Position: Administrative Assistant**

**Duties and Responsibilities:**

* **Preparing meeting minutes.**
* **Creating letters (Sponsorship letters, Donation letters, etc.)**
* **Booking of appointments (Committee meetings, Founder’s appointments, etc.)**
* **Assisting with all social media posts, advertising, etc.**
* **Arranging the youth facilitation for events, outreach programs and youth related activities, community based youth functions.**

**Takealot.com (05 September 2018 – 16 September 2019)**

**Position: Online Shopping Assistance**

**Duties and Responsibilities:**

* **Delivery time, accurate and professional customer service**
* **Utilize a variety of software tools to navigate to a resolution**
* **Resolve product or service problems by utilizing listening skill.**
* **Liaise between internal departments to solve our customers queries**

**REFERENCES**

1. **Ziyaad Manan : Manager (Takealot)**

**Contact- 082 561 8937**

1. **Winston Arries : Founder and Public Relations Officer (Chosen Youth Club)**

**Contact- 021 391 0895/083 695 1810**

1. **Jason Fortuin : Youth Leader and Pastor (Grace Ministries International)**

**Contact- 073 333 8482**