

# ZIZO ANDISILE BROWN

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## Objective

I am a hardworking, reliable and trustworthy individual who works well alone or in a team. I enjoy working with people and I am a good team player. I take pride in what I do and strive to do my best. I ensure that I am well aware of any tasks given to me before I carry them out.

## Experience

2018/12/01 - 2024/06/28	<b>Artisan development Academy</b>
	Administrator
	Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memo and circulars.
	Assist with making new advertising and sales promotion methods.
	Calculate monthly report for students stipend.
2016/10/01 - 2017/10/01	Scanning and emailing to relevant colleagues and stakeholders.
	Attend to office and reception duties
	<b>ANC office</b>
	Administrator
	Dealing with queries on the phone and by email.
2015/12/01 - 2016/03/01	Assisting with council's letters.
	Liaise with councilors to help community members regarding their issues.
	Scheduling meetings.
	Taking notes during meetings.
	<b>Builders warehouse</b>
	Cashier
	Managing transctions with customers using cash registers.
	Collect payments whether in cash or debit.
	Cross sell products and introduce new ones.

## Education

2023	<b>SheCodes</b>
	Front-end Web developer
2016	<b>eThekwini college</b>
	Business management
	N6
2013	<b>Prosperitus secondary school</b>
	Matric
	Grade 12

## Skills

Html |CSS |JavaScript |React

## Personal Details

GitHub : <https://www.github.com/Zizo95>

**Wiseman Ndlangisa - "Artisan development Academy "**

Administrator

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**Zonke Ketwa - "Artisan development Academy "**

Administrator

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