



DAVHANA GUNDO



GUNDOPDAVHANA@GMAIL.COM



082 583 0261



2719 YELLOW WOOD BOULEVARD
RIVERSIDE VIEW EXT 34
2833



PROFILE

I am an ambitious woman who is prepared to achieve the desire goals of the job description. I am self motivated, a goal orientated individual who is always looking for a challenge to enhance my skills and knowledge, I love to interact with other people and I can adapt easily to any given diverse environment and I can provide flawlwss, professional services at all times.



PERSONAL DETAILS

ID : 9602021258086

Willing to relocate : Yes

Availability : Immediately



SKILLS

Outstanding Communication Skill (verbal and written)

Multitasker and highly organised

Strong sense of urgency

Technical Support

Telephone Etiquette

Administrative Support

Phuysical Stamina and endurance



REFERENCES

Mrs Selebi D - **

Receptionist
Boikanyosp@gmail.com
081 5450 1468/ 083 502 1220

Miss Modisane LD - **

Mentor
justcaboom@gmail.com
079 505 7375



LANGUAGES

English

Setswana

Sotho

Venda

Zulu



EXPERIENCE

1 June 2020 - 30 Nov 2020

Boikanyo Higher Primary School
Youth Brigade

Duties and Responsibilities:

Data capturing
Building work relation and solving conflicts, working together to minimise the spread of COVID19



EDUCATION

Tshwane University of Technology

Advance Diploma in Business Administration

Modules: Entrepreneurship IV, Research Methodology IV, Advanced Strategic Management IV

Tshwane University of Technology

National Diploma In Credit Management

Modules: Communicational Business Studies, Accounting IA&IB, Economics IA&IB, Credit Management I, II & III, Management I, II & III, LawforCredit Managers I, II & III.

Forte High School

Grade 12 National Senior Certificate

Subjects:English, Setswana, Life Orientation, Mathematics, Business Studies, Life Sciences, Physical Sciences, Computer Application Technology