**Curriculum Vitae**

**C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmf**

**Of**

**Welcome Sipamandla**

**Mbotshelwa**

**PERSONAL DETAILS**

Surname : Mbotshelwa

Name : Welcome Sipamandla

Gender : Male

Date of Birth : 31 March 1992

Identity Number : 9203316048082

Address : 8243 Mnenge Crescent

Lower Cross Road

Phillip East

7750

E-mail address : [3024600@uwc.ac.za](mailto:3024600@uwc.ac.za) /wsmbotshelwa@gmail.com

Mobile Number : 083 540 7961

Alternative Number : 078 744 6155

Home language : Xhosa

Other languages : English (read, write, speak)

Current occupation : Student

Nationality : South African

Health : Excellent

Criminal record : None

Driver’s license : None

**ACADEMIC QUALIFICATION**

Last school attended : I.D Mkhize High School

Period : 2006-2009

Highest grade passed : Grade 12

Learning areas : Xhosa, English, Mathematics, Economics,

Business Studies, Accounting and

Life Orientation.

**HIGHER EDUCATION**

Name of Institution : University of the Western Cape

Degree : B Com Finance

Year of completion : 2013

Level : 2rd year

Majoring modules : Business Finance

**SKILLS**

* A strong team player
* Positive attitude and co-operative
* Reliable
* Honest
* Maintenance of confidentiality
* Ability to work under pressure

**EXTRA-MURAL ACTIVITIES**

* Reading business magazines
* Socializing with people
* Watching educational TV programs
* Playing soccer and cricket

Technical skills developed

|  |  |  |
| --- | --- | --- |
| Microsoft packages | Basic/ Intermediate/ Advanced | Date last Used |
| **Microsoft Word** | Advanced | Current |
| **Microsoft Excel** | Advanced | Current |
| **Microsoft Power Point** | Advanced | Current |
| **Microsoft Access** | Basic | Current |
| **Microsoft Publisher** | Basic | Current |

**Achievements**

2007: Elected as a prefect at grade10

2007: Cricket team Captain

2008: National senior certificate

**Career objectives**

I am a very self-motivated person and have the ability to work hard and to work for long hours, not only when the situation demands but generally. I am looking for a position which I can grow knowledge as well contribute not forgetting to share the skills and knowledge that I have with other people. In my striving to prove myself, I have a desire to learn not only the necessary aspects of the specific position but the entire situation in which I will be placed. Loyalty and hardworking are the most important things to me. I can assure any prospective employer that the total dedication and determination they require will be forth coming. I am not afraid of challenges and I am always willing to learn.

**Personal standard**

My ambition in life is to do any given task to the best of my ability. I set reality goals for myself and settle for nothing less to achieve them. I am sure my creativity, beliefs, integrity and inquiring attitude will contribute positively towards the company’s growth and development significantly.

**WORKING EXPERIENCE**

Name of company : Kuyanda Commodities 19cc T/A

Job description : Packer

Duration : During December school holiday 2010

Reason for leaving : Contract expired

**REFERENCES**

1.Name : Melissa

Address : Kuyanda Commodities 19cc T/A

: J-K Botech Buildings 3-5 Assegaai Road Parow

: Bellville

: 7535

Contact number : 021 975 2642/082 554 9444

2. Name : Mr. KG Briggs

Address : University of the Western Cape

: Private bag X17 Bellville

: Economic and Management Sciences/Department of

: Accounting EMS Building, 4th Floor, Room 4.16

: 7530

Contact number : 021 959 3264

Email Address : kbriggs@uwc.ac.

8243 Mnenge Crescent

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7750

10 August 2012

Employment Application

To whom it may concern

I hereby apply to the post advertised by your company.

I’m a diligent, hardworking and dynamic individual, always striving to fulfill my duties to the best of my ability. I’m a very flexible person and can adapt easily to different environments. I enjoy challenges and see it as an opportunity to broaden my knowledge and expertise. I am also a much organized individual and believe that planning and maximum effort will ensure the best results.

I feel that I am the ideal person for the job as I am a higher achiever and have excellent communication skills. I believe that I am good at teamwork and brilliant under pressure.

Thank you for taking time to review my application. I look forward to hearing from you and am available for an interview at any time.

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