**Curriculum Vitae of Itumeleng Manoko**

**PERSONAL INFORMATION**

Surname : Manoko

First names : Itumeleng Tshepang

Date of birth : 1989-09-11

Gender : Female

Identity number : 890911 1028 08 4

Contact numbers : 076 5853 176

Email address : itu.manoko@gmail.com

Address : 2 Constantia Dale

Main Road

Plumstead

7800

Nationality : South African

Religion : Christian

**PERSONAL SKILLS AND COMPETENCIES**

Language abilities

* Mother tongue: Sesotho
* Can understand, speak, read and write English (advanced level)
* Can understand and speak isiXhosa,isiZulu,Setswana,Sepedi (advanced level)
* Can understand Afrikaans (beginners level)

Computer skills advanced level

* MSOffice (MsWord, Excel, PowerPoint) -  
  advanced level
* E-mail (advanced level)
* MsProject (beginners level)

Communication skills

* As a student I was responsible for writing well researched reports
* I have received training in listening  
  skills and apply it daily in my capacity
* As a student I have had to orally present my work I am confident and well spoken

Leadership skills

* I am level headed, independent and have good leadership qualities hence I was appointed class representative for my grade 11 and 12 class
* I am punctual and able to facilitate time management for both myself and others

Organisational skills

* I am very organised and always plan ahead.

**INTERESTS AND ACTIVITIES**

* Soccer
* Book club

**EDUCATIONAL BACROUND**

Last school attended : Emshukantambo Secondary

Highest grade passed : 12

Subjects : Sesotho Home Language (B)

English First Additional Language (B)

Mathematics (B)

Physical Science (D)

Life Sciences (D)

Geography (C)

Life Orientation (C)

Year : 2008

**Tertiary Background**

Name of institute : University of Cape Town

Programme of study : BSc Physiology

Year : 2009-2011

**WORK EXPERIENCE**

* Promotions
* Community volunteer projects

**OTHER INFORMATION**

* I am a very energetic and motivated young lady, responsible and trust worthy. I am good with people, approachable, always willing to learn more by taking on new challenges and kind, I believe that it is not work but hard work that keeps a man ahead and put that into everything I do.