**PERSONAL DETAILS**

Full names : Ndaedzo Marshell

Surname : Ramasunzi

Residential Address : 1350 Thembelihle Street

Siluma view,

Katlehong

1431

Identity number : 8908291356083

Contact numbers : 078 8872 327

Alternative number : 084 4477 558

E-mail address : eramasunzi@gmail.com

Gender : Female

Marital status : Single

Nationality : South African

Home language : Tshivenda

Other languages : English, Sotho, Xhosa, Pedi, Xhonga and Zulu

Health : Excellent

**EDUCATION**

HIGH SCHOOL LEVEL

School : Technicol SA College

Level of Study : N3

Subject completed : Mathematics, Industrial Organisation, Planning, and Supervision in Industry, Tshivenda, Geography, and English.

Year completed :2009

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TERTIARY LEVEL

INSTITUTION : THEKWINI FET COLLEGE

Year completed : 2011

Course Enrolled : **Financial Management Diploma**

Subjects completed : N6

Taxation, Cost and Management Accounting II, Financial Accounting III, Computerised Financial System III.

Subjects completed : N5

Financial Accounting II, Computerised Financial System II, Entrepreneurship Business Management II, Cost and Management Accounting I.

Subjects completed : N4

Financial Accounting I, Computerised Financial System I, Entrepreneurship Business Management I, Management Communication.

**SKILLS/COMPETENCIES**

* Project Management
* Time management
* Communication
* Creative thinking
* Diligence and attention to detail Accuracy
* Report writing
* Interpersonal skills
* Interview skills
* Attaining objectives through teamwork process
* Analytical Skills
* Problem Solving Skills

**COMPUTER SKILLS**

I am able to use the following computer

MS words,

MS Excel,

MS publisher,

MS PowerPoint,

MS Visio and in design.

E-mail

Internet

* Computer skills relating to Pastel version 6,7 and 8

**REFERENCES**

The following have agreed to act as my references.

Name : Mr K. Mbhele Ms A Heath

Title : Lecturer   Lecturer

Company : Thekwini FET College Thekwini FET College

Cell Number : 072 434 6113 031 2035 500