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| RESIDENTIAL ADDRESS  1229 MAKUBA STREET  NHLAPHO SECTION  1432 | POSTAL ADDRESS  1229 NHLAPO SECTION  KATLEHONG  1432 | CONTACTS  MOBILE: 073 895 2852  ALTENATIVE: 071 984 0575  EMAIL:buhle.twala@yahoo.com |

MISS BUHLEBUZILE TWALA

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| **OBJECTIVE** | **“ GET IT RIGHT THE FIRST TIME ”**    **“To be diligent, dedicated and committed to the ideals of my employer, while believing in my own individual**  **Capabilities, desires and goals.”** |
|  | **PERSONAL DETAILS**  Identity 8907120286081  Marital status Single  Nationality South African  Languages English, Zulu and Xhosa |
| **EDUCATION** | **SENIOR SECONDARY SCHOOL**    High School Attended Fumana Comprehensive School  Subjects Passed English  IsiZulu  Mathematics  Accounting  Business Economics  Economics **TERTIARY QUALIFICATION**  Field Of Study Software Specialist  Institution Boston City Campus  Modules Intro To PC  Windows XP  Intro To Programming  Intro To Internet  Keyboarding  Word Level 1  Word Advanced  Access  Excel level 1  Excel Advanced  PowerPoint  Life Skills  General Office Practice |
|  | Field Of Study Banking Service Advice NQ5  Institution Milpark Business School  Subject Courses Business Management  Banking Advice  Economical Fundamentals In The  Investment Environment  Financial Legislative Requirements  Financial Planning  Fundamental Principles of basic accounting  Status Incomplete  Field Of Study Information Technology (Diploma)  Institution University Of South Africa  Subject Courses Web Designing  Business Management IA  Workstation Technical Skills(Business  Informatics)  Ethical Information And Communication  Technologies For Development  Year Current |
| **OTHER QUALITIES** | * Good communication skills * Total commitment to a high level of customer satisfaction |
| **SKILLS PROFILE** | Team Work   * Good team player with individual and independent skills who can add value to the team * Adaptable to different environments and individuals, always willing to learn and do pay attention to detail * Communication Skills * Computer Literate (Ms Word(Advanced), Ms Excel(advanced), Ms PowerPoint, Access, Outlook, Internet Explorer, Ms Publisher, Office Systems 2003,2007 and 2010 ) * Planning and Organising Skills * Good Listener |
| **WORK EXPERIENCE** | * Has worked as a customer service clerk at ABSA Bank. Duties where assisting clients with their queries issuing of bank statements, confirmation letters for accounts, lost, stolen, ATM retained cards, assisting customers with the filling of forms and worked as an assistant host. Started working from January 2011 –September 2012 * Also worked as a typist for Red Cap Printers, duties where printing business cards, letterheads, designing of certificates, posters, brochures, birthday cards, appreciation cards, installing software’s for clients, binding and doing copies and faxing as well ordering of stationery(using Microsoft Publisher) * In early 2009 I worked as a volunteer child minder at an orphanage day care centre (Ebenezer Day Care centre) * **Currently working at NAC, duties are data capturing, component Administrator. doing movements for outstation aircrafts components (removed and installed) and also assisting with work pack controlling and the filling department(office assistant), started working from April 2012** |
| **INTEREST AND ACTIVITIES** | * Reading magazines and novels, listening to music, travelling(local) and social networks |
| **REFERENCES** | Mr Steven Mabuza  Absa bank (branch manager)  Work no. 011 439 0503  Cell no.083 746 2045  Ms Nomalanga Makhobe  Bayport finance  Work no:0861 456 456  Cell no.0787785260  Mr Thulane Ntshingila  Red Cap Printers  Cell no.079 157 6645    Mrs Maggie Mpande  Ebenezer day care  Cell no.071 059 9066  Mr Thys Putter  NAC (Production Control)  Cell no.082 4963 088  Work no.011 264 5237  Mrs Tasneem Enslin  Supervisor NAC  Cell no.083-718-3002  Work no.011 264 5513 |