Curriculum Vitae of Anda Maseko

**Personal Details**

Surname : Maseko

Name : Anda

D.O.B. : 20 June 1987

ID NO. : 8706201132085

Gender : Female

Marital status :Single

Nationality : South Africa

Home language : Xhosa

Other languages :English

Residential address: NO 102 Tafelberg Esselen & Blanket street Johannesburg 2001

Contact : 0738669034

**Education**

School attend :Zweliwelile High

Highest Grade passed : Grade 12

Subject Passed : English, Xhosa, Accounting,Business

Economics

Year : 2005

Additional training

Institution : PZ training Centre

Course : Computer Course

Subjects : Concepts of information technology and

Communication.

Word Processing to format document

Spread application to create and edit

Spreadsheet.

Presentation application to prepare and produce

Presentation.

Database application to work with simple

Database.

Enhance, Edit and organise electronic message

Based web browser to search for internet

Use electronic mail to send and internet

Application to manage files.

**Work experience**

Name of the company: Build it

Position : Cashier

Period : 2years

Contact :Ms N. Dokoda (supervisor)

Contact no. : 0474891417/0732252080

Name of the company: Shoprite Checkers PTY LTD

Position held : Cashier

Period : 2 years

Contact : Ms F. Ferrus( manager)

Contact no. :021 5213740/0781520989

Name of the company : Ads Up

Position : Promoter

Period : 2011(6 months)

Reason for leaving : Part-time

Reference : Kyle (manager)

Contact: 0824494932

Name of the company: Anthony Richards and Associates

Position held : debt collector

Period : 2011 to January 2012(year and 6)

Contact : Denise Jacobs

Contact no. : 0732100970