**CURRICULUM VITAE**

**PHUMZA NKUKWANA**

1.PERSONAL DETAILS

Residential Address 61049 Ntlanzi Street,Kuyasa,Khayelitsha,7784

Email Address pbrownlee@uwc.ac.za [p.nkukwan@gmail.com](mailto:p.nkukwan@gmail.com) / pbrownlee@uwc.ac.za

Date of Birth 03 July 1983

Present Occupation Administrator,Receptionist and Secretary

Language(s) IsiXhosa and English

Work Address UWC-LEGAL AID SATELLITE CLINIC KHAYELITSHA

C/O Walter Sisulu and Steve Biko Road

Khayelitsha Magistrate’s Court

Khayelitsha

7784

Telephone (w)(021)360 1421

(Cell)072 439 6410

Drivers Licence Code B

2. EDUCATION

INSTITUDE Matthew Goniwe High School

Highest Grade Passed Grade 12

SUBJECTS

* First Language
* English Second Language
* Business Economics
* Economics
* Accounting

YEAR COMPLETED 2005

3. EMPLOYMENT HISTORY

NAME OF EMPLOYER UWC-LEGAL AID CLINIC

DURATION 02 February 2009-Current

JOB DESCRIPTION Administrator,Receptionist and Secritary

DUTIES

* Receiving Clients
* Typing general letters and Legal documents
* General office duties
* Switchboard operator and taking messages
* Opening files and Collecting Starts
* Photocopying Documents and Faxing

4. EMPLOYMENT HISTORY

NAME OF EMPLOYER African Trade Corporation

DURATION 2006 January-2009 January

JOB DESCRIPTION Stock Controller

* To check in and out orders
* Making sure each and every stock is delivered to the right address
* General Stock Taking

5. SKILLS

Over the past few years I have acquired and developed a number of useful skills,both generic and of a job nature.

6. REFFERENCES

Name Mrs.W Solomons

DESIGNATION Manager (ATC)

CONTACT TELEPHONE NO (021)556 2018

NAME Donna Fortuin

DESIGNATION Family Advocate:DOJ&CD

CONTACT TELEPHONE NO 079 493 3445

NAME Amanda,Andisa Stemele

DESIGNATION Public Protector (Cape Town)

CONTACT TELEPHONE NO 083 969 2869