

YANELISA KHAHLELA

ABOUT ME

I'm enthusiastic goal orientated and focused individual. I believe in putting in the work and dedication in achieving all the desired objectives put at hand. I am able to grasp concepts with ease and working with a team is one of my strengths. After graduation I pivoted into a 18 month software development progra. I am currently employed as a junior software developer in Cape Town South Africa (2023)

WORK EXPERIENCE

OLD MUTUAL INSURE

- Compliance and ethics Office
- Monthlu reports and collaborations with stakeholders

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY (CPUT)

RESIDENCE ASSISTANT

- Student outreach and engagement
- Ensuring that the needs of the students are addressed to the student management.
- Organising meeting schedules, taking minutes and creating agendas.
- Administer schedules for the team.
- Organising meeting schedules and taking notes.

SONLIA FRUIT PACKHOUSE

INTERN

- Packing and loading products.
- Performing Practical applied tasks.
- Ensure compliance of A grade export

EDUCATIONAL BACKGROUND

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY (CPUT) APPLIED SCIENCES (AGRICULUTURAL MANAGEMENT)

- SASCO CPUT Executive Member 2018
- House Committee of Huis Murray 2019 -2020
- CPUT Green Campus Initiative executive member 2020
- Residence Assistant 2021

ST. JOHNS COLLEGE

NATIONAL SENIOR CERTIFICATE

- Debate house member
- Playing tennis

CONTACT

PHONE

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EMAIL

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ADDRESS

Milnerton, Cape Town, 7405

SKILLS

- Microsoft Excel
- Administrative Support
- Data analytics
- Social media management
- Project management
- Pastel basics
- Time management
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LANGUAGES

- English, IsiXhosa,Afrikaans & IsiZulu

CERTIFICATES OBTAINED

- Recongition of active participation in CPUT HIV/AIDS Unit Peer Educaton Programme (2020-2021)
- Leadership Certificate at CPUT.
- South African Mutton Merino Breeders society's Beginners course certificate

REFERENCES

- Given Khahlela : 083 439 3393
- Fulufhelo Netshidzati: 073 098 5754
- Ben Saaiman: SaaimanB@cput.ac.za