

CURRICULUM VITAE

ZOLA QWABAZA

PERSONAL INFORMATION

Surname : Qwabaza
First Name : Zola
Date of Birth : 7 March 1990
ID Number : 9003071040088
Gender : Female
Marital Status : Single
Nationality : South African
Home Language : IsiXhosa
Other Language : IsiZulu, English and Sesotho
Health : Excellent
Criminal Record : Non
Drivers Licence : Code B

CONTACT DETAILS

Residential Address : 4346
: Siaga street
: Chiawelo ext 2
: P.O 1818

Contact Number : 0695068259
e-mail : siphosihleqwanaza350@gmail.com

EDUCATION QUALIFICATION

Last School Attended : Waverley Girls' High School
Highest Grade Passed : Grade 12
Subjects Passed : Passed with BA exemption

	Level	%
➤ Business Studies	(L5)	60
➤ English Home Language	(L4)	54
➤ Consumer Studies	(L4)	53
➤ Mathematical Literacy	(L4)	57
➤ Life Orientation	(L4)	51
➤ Life Sciences	(L3)	44
➤ Afrikaans First language	(L2)	38

Year Obtained : 2008

OTHER QUALIFICATION

Institution : Outreach foundation, Afrika Tikkun, New Beginnings and Kpmg.
Course : Microsoft Word, Excel, Powerpoint, Outlook, Time Management, Interpersonal skills, Shortcut to Microsoft, Embroidery, Dressmaking cert.
Year : 2013 and 2014 for 3 months each and for 4 days

WORK EXPERIENCE

Company : SA Back Office
Position : Admin, Switchboard, Data Capturer, Customer

Duration : 3 August 2015 – 31 July 2016
Duties : Calling clients, Registering clients

Company : Auto Care & Diagnostics
Position : Secretary receptionist & car inspector stand in

Duration : 6 September – 13 September 2017
Duties : Setting appointments, Registering clients

Company : Ekasi Internet Cafe
Position : Assistant Manager
Duration : April 2009 - June 2009
Duties : To make photo copies, scan, fax, e-mail, print out, to time those on P.C, to type C.Vs & letters for customers who struggle with Computer.

Company : Gym Company
Position : Membership Consultant
Duration : 1 May 2017 – November 2017

Company : Self Employed at my Foodie business: I sold Hot dogs and made R500 the second time I sold them. I sell Biscuits and Cool Time ice. I outsell one packet of ice an hour in a day.

REFERENCE

Contact Person : Mlungisi Gibson Mghobhozi
Position : Facilitator at New Beginnings
Contact Number : 0720835177

Contact Person : Nomvume Qwabaza
Position : Employer at Walgting Trading
Contact Number : 0685634687
I was a P.A at this company

PERSONAL ATTRIBUTES

Good communication skills, Interpersonal skills, Customer Ser, Emotional Intelligence.