**CURRICULUM VITAE**

**OF**

**EMELDAH KGWEDI**

**PERSONAL DETAILS**

E-MAIL ADDRESS:emeldahkgwedi9@gmail.com

SURNAME : KGWEDI

FULL NAMES : EMELDAH LERATO

DATE OF BIRTH : 29 OCTOBER 1993

IDENTITY NUMBER : 9310290498082

DISABILITY : NONE

HOME LANGUAGE : NORTHERN SOTHO

OTHER LANGUAGES

|  |  |  |  |
| --- | --- | --- | --- |
|  | SPEAK | READ | WRITE |
| ENGLISH | GOOD | GOOD | GOOD |
| FRENCH | FAIR | GOOD | GOOD |
| SEPEDI | GOOD | GOOD | FAIR |
| AFRIKAANS | GOOD | GOOD | GOOD |

NATIONALITY : SOUTH AFRICAN

MARITAL STATUS : SINGLE

**WORK EXPERIENCE**

NAME OF COMPANY: MPC RECRUITMENT

POSITION : LANGUAGE CONSULTANT

TIME SPENT IN POSITION: FROM 1 AUGUST UNTIL 31 OCTOBER

(3 MONTHS)

DUTIES: SPEAKING TO CLIENTS

(ENGLISH TUTORING TO FOREIGN STUDENTS)

NAME OF COMPANY: WINNER'S CHAPEL INTERNATIONAL PRETORIA

POSITION: VOLUNTEER DATABASE CAPTURER

TIME SPENT IN POSITION: APRIL 2016 – JULY 2016

(3 MONTHS)

DUTIES: TYPING DOCUMENTS

MAKING CALLS

**ACADEMIC QUALIFICATIONS**

**TERTIARY EDUCATION**

NAME OF INSTITUTION : TSHWANE UNIVERSITY OF TECHNOLOGY

NAME OF QUALIFICATION : NATIONAL DIPLOMA IN LANGUAGE PRACTICE

DEPARTMENT : HUMANITIES

YEAR OBTAINED : 2016

**HIGH SCHOOL EDUCATION**

NAME OF SCHOOL :PRO ARTE ALPHEN PARK

HIGHEST GRADE PASSED : GRADE 12

YEAR PASSED :2011

**DEVELOPED SKILLS**

NATIVE SPEAKER OF NORTHERN SOTHO

MICROSOFT WORD, EXCEL AND POWERPOINT

WAITRESSING EXPERIENCE

ORGANIZATIONAL SKILLS

INTERPERSONAL COMMUNICATION SKILLS

**PERSONAL QUALITIES**

I CAN WORK UNDER PRESSURE

I AM GOOD WITH DEADLINES

I ENJOY WORKING WITH OTHER PEOPLE

**INTERESTS AND HOBBIES**

I ENJOY READING, WRITING AND SOCIALISING DURING MY SPARE TIME, AND I AM ALSO VERY EAGER TO FURTHER MY STUDIES.

FOR A FULL LIST OF REFERENCES, PLEASE CONTACT ME ON: 0845663194