

ZIKHO MKOSANA

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I am a psychology graduate very much self-aware, ambitious, determined and good with time management. Always eager to learn new skills and adapting in different environments whether in a workspace or in my social life. Very accommodative, organized, neat and level headed when I have to work under-pressure.

Academics

- Grade 12 (Matric)- East London Science College – 2011
- Advanced Certificate in Counselling and communication Skills (SACAP)- 2019
- Bachelor of Applied Social Science Degree (SACAP) 2019
- 120- Hour TESOL Certificate course – 2020

Voluntary and fieldwork

Muizenberg High School – Student Counsellor (2015- 2016).

Responsibilities: assisting students with academic performance, social life, relationships and personal struggles. I ran an anti-bullying campaign at the school for learners; I would regularly have group or individual sessions with students.

Fish Hoek Primary School – School Counsellor (2017-2018)

Responsibilities: taking care of administrative work for the counselling department and running workshops for students. I also had group and individual counselling sessions with the students.

The Family-Counselling Centre – Counsellor (2019)

Responsibilities: working with children, adolescents, adults and couples offering counseling services.

Noncedo Senior Club – (2020 – 2021)

I was working with senior citizens offering counselling recruiting members from communities to join the NGO. In the time of the pandemic, we would deliver food parcels and medications to the members of the senior club who were not able to access the relevant departments.

Employment History

MTO Attorneys – Legal Administrator (Present)

Responsibilities: drafting applications for clients that are under debt review, checking and sending out applications to attorneys around South Africa for debt review clients. Communicating with Attorneys and clients for documentation for the applications that I draft. Familiar with finwise, Google drive and outlook.

References

- Shikhara Baatjies (Head of Department) – 0747832937
- Tevin Goliath (Supervisor) – 0762012294
- Aisa Johaardien (Head of Department) – 0626854876

