

CURRICULUM VITAE OF LUNGILE XABA

SOWETO, 1818, JHB
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PERSONAL DETAILS

Name & Surname: Lungile Xaba
Date of birth: 09/02/1999
Nationality: South African
Marital status: Single
Languages: English/IsiZulu/IsiXhosa
Availability: Immediately

OBJECTIVE

To use my skills in the best possible way for achieving the company's goals, whilst enhancing my professional skills in a dynamic and stable workplace.

EDUCATIONAL BACKGROUND

HIGH SCHOOL

Name of school: Trinity Secondary School
Highest grade passed: 12
Endorsement: Senior Certificate
Year obtained: 2016
Subjects: English (home language)
Afrikaans (first additional language)
Accounting
Mathematical Literacy
Economics
Business Studies
Life Orientation

TERTIARY EDUCATION

Name of institution: Johannesburg Culinary and Pastry School
Period: 1 year
Endorsement: Certificate in food prep and cookery (patisserie)
Year obtained: 2018

Name of institution: Guildford College

Period: 1 week
Endorsement: Certificate in call centre training (computer lit)
Year Obtained: 2019

Name of institution: TEFT Professional Institute - Teacher Record
Period: 120 hours
Endorsement: Teaching English as Foreign Language Certificate
Year obtained: 2023

SKILLS

- Deadline driven
- Great interpersonal and communication skills (Verbal/Written)
- Data entry skills and ability to work with complex data
- Adaptability to change and willingness to embrace new ideas and processes

WORK EXPERIENCE

Name of company; Creative Eats
Position: Sales Representative
Work period: June 2019 – September 2019

Name of company: iTalk Solutions
Position: Sales Agent
Work period: October 2022 – December 2022

Name of company: Corner Life
Position: Sales Agent
Work period: May 2023 – February 2024

REFERENCES

Name: Suzanne Van Willy
Position: Owner/ Head Chef
Company name: Supercalifragilistic
Tel number: 011 782 4542

Name: Noxolo Nhlapho

Position: Team Leader
Company name: iTalk Solutions
Tel number: 079 090 0230

Name: Sebatatso Mhlanga
Position: Manager
Company name: Corner Life
Tel number: 065 872 8712