

**CURRICULUM VITAE**

**MMASELLO DIEKETSENG ANNAH MANARE**

**CONTACT INFORMATION**

Contact number	: 074 872 7425/063 250 6383
Email	: annahmanare@gmail.com
Residential address	: 5522 Mahlangu Street
	: Lawley 2
	: 1983
Date of Birth	: 13 August 1983
Id Number	: 830813 0432 080
Nationality	: South African
Languages	: Sotho
Driver's license	: Code 10 Driver's license

**OBJECTIVE**

I am a hand on person not afraid to ask when I am struggling, Self-motivated hard worker with passion. I strive for total perfection in everything which I get involved in. I take pride on what I do, and I do my best. My ability to quickly adapt to any situation makes me, not only very adaptable but also a fast learner. I am also passionate about teaching others what I have learned and know. I am always keen to learn and grow more in future.

**EDUCATIONAL BACKGROUND**

	<u><b>INSTITUTION</b></u>	<u><b>QUALIFICATION</b></u>	<u><b>DATE OF COMPLETION</b></u>
<b>Tertiary education</b>	National Institute Community Development and Management	Mentor (short course)	2017
	ENGO Free State	Social Auxiliary	2017
	Skills Academy Distance Learning	Resolving of Crime (short course)	2017
	National Association of Child Care Workers	Child and youth care Worker	2015
	Nacosa	Circle of Support	2015
	Lesedi Hospice	Home Based Care (short course)	2012
	Health Hive	Reflexology	2009
<b>Modules studied</b>	Attached		

	<u><b>INSTITUTION</b></u>	<u><b>QUALIFICATION</b></u>	<u><b>DATE OF COMPLETION</b></u>
<b>School Education</b>	Senzile Combined School	Grade 12	2001
<b>Subjects</b>	Setswana HG English HG Afrikaans HG Business Economics HG Economics SG		

## COMPUTER LITERACY

Computer literate	Yes
-------------------	-----

- Microsoft word
- Microsoft office
- Microsoft excel

## COMMUNITY INVOLVEMENT

1. Attending community awareness campaign and make presentations during campaigns about Hiv/Aids and any relating illness/diseases.
2. Facilitating a closed group of Vhotshilo sessions funded by NACOSA where we were discussing life challenges such as Hiv/Aids, teenage pregnancy and puberty stage and how to be responsible with children from 14 to 17 years from the community.
3. Facilitating Child Care Forum, Community Dialogue and Circle of Support.

<b>Job title and Name of employer</b>	<b>Period of employment</b>
Frail care worker at palmeitpan plaas	2years and7 month 2010-2013
<b>Key accountable of the job</b>	
<ol style="list-style-type: none"> <li>1. Work with the team to understand, review and evaluate the care plans of the individual residents.</li> <li>2. Deliver outstanding care, under supervision within the home, according to the needs of the individual.</li> <li>3. Provide care of varied nature, including personal care and social care.</li> <li>4. Follow home policies and procedures, ensuring efficiency and safety</li> <li>5. Liaising with residents family if required.</li> <li>6. Change storma-bag for patients who use it</li> <li>7. Observing residents in my care, including monitoring and reporting to care supervisor.</li> <li>8. Promote the residents independence, privacy and dignity.</li> </ol>	

<b>Job title and Name of employer</b>	<b>Period of employment</b>
---------------------------------------	-----------------------------

<b>Social Auxiliary Worker at Lesedi Hospice</b>	<b>2018</b>
<b>Key accountable of the job</b>	
<ol style="list-style-type: none"> <li>1. Assessment of the psychosocial needs of children and caregivers</li> <li>2. Outreach activities and community engagement</li> <li>3. Establishing and maintaining strong working relationship with other partners in the child protection field</li> <li>4. Referrals and follow-ups on other services needed by the child</li> </ol>	

<b>Job title and Name of employer</b>	<b>Period of employment</b>
<b>Financial Clerk at Lesedi Hospice</b>	<b>2019 ( 9 months)</b>
<b>Key accountable of the job</b>	
<ol style="list-style-type: none"> <li>1. Calculate bills and charges</li> <li>2. Ensure all documents are properly signed and distributed</li> <li>3. Verify financial and other data</li> <li>4. Monitor financial transactions</li> <li>5. Keep update financial record</li> </ol>	

<b>Job title and Name of employer</b>	<b>Period of employment</b>
<b>Deputy Director at Lesedi hospice</b>	<b>2019-2020</b>
<b>Key accountable of the job</b>	
<p>Responsible for ensuring smooth implementation of organization's business management day to day guidance, supervising staff, writing reports, communicating with board members, providing substantial financial management, working closely with the Director and with partnership with the entire staff.</p>	

--

- Computer skills
- Good communication
- Good interpersonal skills
- Confidentiality and problem solving
- Good co-ordination and planning skills
- Ability to work long hours and deliver as required
- Attention to detail

<b>REFERENCES</b>
-------------------

<b>CONTACT PERSON</b>	<b>COMPANY</b>	<b>CONTACT NUMBER</b>
Johanna De wet	Social Development	073 617 8832

<b>CONTACT PERSON</b>	<b>COMPANY</b>	<b>CONTACT NUMBER</b>
Jenny Bornman	Director at Lesedi Hospice(founder)	064 901 4021

<b>CONTACT PERSON</b>	<b>COMPANY</b>	<b>CONTACT NUMBER</b>
Dinco Lichaba	Social development	072 818 6884