

Khanyisile Ntumba


Email: ntumbakhanyisile6@gmail.com


Phone: 0655584526

Address: 509 Mpilisweni Thokoza 1426

Nationality: South African

Age: 30 years old (30/10/1994)

 Angela

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EDUCATION

01/2015 - 11/2018 **BA SOCIAL WORK**
University of Johannesburg

01/2013 - 12/2013 **GRADE 12**
Buhlebuzile Secondary School

Languages: **English :A1**
 IsiZulu:A1
 SeSotho:A1
 IsiXhosa:A1

WORK EXPERIENCE

08/2023 - Boss: Mam Zodwa
Description: Assisting Customers and Employees, and doing administrative tasks.
Duty: Scanner, Administrative, Customer Service.

04/2023 - 08/2023 Boss: Nthabiseng Lebina
Description: Social Worker Volunteer Temporary Assistance. To provide support, Counselling to clients and doing Marketing
Duty: Counselling, Report writing, Researching and Administrative . HIV Assessment and Counselling. Referring

11/2020 - 10/2021 Boss: Bridget Mokou
Description: Social Worker EWP (employee wellness program) Knowledge and understanding of Human Resources life cycle.
Basic understanding of Labour Law
Duty: Counselling, Referrals, Reports writing, administrative, Outreach services and Data Capture. Assessments. stress management, planning. Achievements: Successful health awareness campaigns/ Events

06/2020 - 10/2020

Boss: Mpho Matlanyana

Description: General worker

Duty: Data Capturing, monitoring, administrative and Customer Service

SKILLS

Technical	Computer Literacy , Microsoft Word ,Microsoft Excel & Power Point Internet
Personal	Communication, leadership skills, time management. Presentation and Motivator. Counselling, Assessment.
Hobbies	Sport,Singing, Acting

REFERENCES

Department of Roads and Transport	Mam Zodwa 011 355 7145
Nthabiseng Lebina Counselling and Play Therapy Services	Nthabiseng Lebina 082 323 5885
Department of Education	Bridget Mokou 016 440 1805
Tswaragano Primary School	Mpho Matlanyana 073 201 7653