

KWANELE PHUMLA THEMBA



CONTACT

kwanelethemba23@gmail.com

648486003

485 Madiba Drive Matsulu 1203
WILLING TO RELOCATE

SKILL

Proficiency in Microsoft Office Suite
Training solutions development
Staff Development plans
Business Development Strategies
Organizational Abilities
Excellent Communication Skills
Innovative Problem Solving Skills
Industry Knowledge

REFERENCE

Thato Mongalo
Director
Inkoleko2educate
0728289876

Violet Matsane
Administrator
Realshift NPC
0765677811

Sizwe Sithole
Danearl (Pty) Ltd.
0611347992

Noxolo Makamo
Captain
SAPS
0825010976

Mpendulo Mngwenyama
Case Facilitator
The Aurum Institute
0743188877

Mr Chinyuke
Campus Manager
Forek Training Institute of Technology
0815803100

LANGUAGES

English - Native Speaker

Swazi - Native Speaker

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

17/01/2024 - 18/04/2024 **Darnearl Group (Pty) Ltd.**
Freelance Facilitator

03/03/2023 - 19/06/2023 **Mlawulelo (Pty) Ltd.**
Project Manager

02/11/2021 - 12/09/2022 **Realshift NPC**
Office Administrator/ Training Consultant

03/07/2017 - 19/06/2019 **Vusheni Learning Academy**
Education Training and Development Manager

01/10/2014 - 30/03/2016 **Heartlines College**
Administrator

01/11/2020 - 30/08/2021 **Crossing Spar**
Students Assistant (Bakery and Kitchen)

EDUCATION

2006 **Barberton High School**
Matric
12

2011 **Inkoleko2educate**
National Certificat: New Venture Creation (SMME)

2018 **Networx for Career Development**
National Certificate: ODETDP NQF Level 5

2017 **Richfield Graduate Institute of Technology and Man**
Certificate: Supply Chain & Logistics Management

2018 **Richfield Graduate Institute of Technology and Man**
Certificate: Project Management

2023 **VPK Business Venture**
First Aid NQF Level 4

2023 **VPK Business Venture**
Customer Service NQF Level 4

2022 **VPK Business Venture**
National Certificate: Food & Beverage Services L4

2012 **VPK Business Venture**
Environmental Practice Skills Programme

ADDITIONAL INFORMATION

ACCREDITATION: Skills Development Facilitator SERVICE SETA: Assessor and Moderator
FOODBEV SETA: Assessor and Moderator
ETDPSETA: Assessor and Moderator