**CURRICULUM VITAE OF KATLEGO JOHANNES CHUENE**

**PERSONAL DETAILS**

Surname : Chuene

Full Names : Katlego Johannes

Identity Number : 910821 5519 085

Date Of Birth : 1991 August 21

Gender : Male

Marital Status : Single

Race : African

Nationality : South African

Religion : Christian

Home Language : Sepedi

Other Language : English

Health Status : Good

Criminal Record : None

Postal Address : PO Box 2287

 Chuenespoort

 0745

Email Address : katlegochuene222@gmail.com

Residential Address : House No.20149 Mamaolo

 Ga-Mphahlele 0736

Contact Number : 082 092 1472

**EDUCATINAL QUALIFICATION**

Name Of School : Tlourwe Senior Secondary School

Highest Grade Passed : Grade 12

Subjects Passed : Sepedi, English, Mathematics,

 Economics, Life Orientation,

 Business Studies And Accounting

**TERTIARY QUALIFICATION**

Institution : Capricorn Fet College

Course : Business Management

Certificate Obtained : Business Management N4, N5

Subject Passed : Computer Practice, Financial

 Acounting, Business Management

 And Management Communication

**OTHER QUALIFICATION**

Institution : Candiz Training Academy

Course : Thogomelo Psychosocial Support

Certificate Obtained : Psychosocial Support

SUBJECT PASSED:

* Demonstrate an understanding of factors that contribute towards healthy living
* Identify causes of stress in own life and indicate techniques to manage it
* Assist with palliative care
* Investigate ways of contributing towards community development
* Demonstrate an understanding of violence and victimisation affecting children and youth

**WORK EXPERIENCE**

Position : Caregiver and Psychosocial Support Officer

Organisation : Itekeng CBC & HIV/AIDS Services

Year : 2016 To 2020, April 2023 To Date

Duties

* Capturing All the Reports
* Home Visits
* Establish support groups and refer to relevant institutions
* Provide care, support and assessments to vulnerable children and youth-headed families
* Visit vulnerable children and youth-headed families and refer them to social workers
* Facilitating community awareness and interactions
* Assisting older persons with various illnesses and collection of medications, adherence and administration

Position : EPWP Data Capturer

Department : Department of Social Development

Year : April 2020 To March 2023

DUTIES

* Data collection, validation and quality assurance
* Data capturing, update and submit declarations on the Ufiling System
* Assisting NPOs with data collection tools to prepare quarterly reports
* Develop lists of EPWP reports expected
* Prepare weekly, monthly and quarterly reports on data received and captured
* Collate and consolidate reports
* Reconcile received vs expected reports
* Advice supervisor, coordinator and manager on outstanding reports
* Capture all allocated EPWP reports from programmes on the EPWP reporting system
* Administrative duties (Filing, Recording, Identifying, listing and scheduling of received and submitted documents)

**REFERRENCES**

Name : Shogole Rv

Position : Project Manager (Itekeng CBC & HIV/AIDS)

Contact Number : 072 176 1618

Name : Madzhiya A

Position : EPWP Coordinator (Provincial DSD)

Contact Number : 015 230 4395/078 987 8543