



Akhona Sodwele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Akhona Sodwele, I have two years of experience as a Project management assistant. Mainly focusing on development and training of SMMEs. I am currently busy with Seda trainings which will equip me with the right knowledge in the SMME space.

Assisting with travel bookings.

Supporting the Project Managers with maintaining and entering information into database.

Handling Project related incoming calls.

Managing PMO filling system.

Recording SMMEs information as needed.

Updates and maintaining PMO paperwork. Answering, Screening, and forwarding phone calls in a professional manner.

Preferred work location	Johannesburg Gauteng
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Contacts and general information about me

Day of birth	1990-02-22 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.10 iki 2023.06
Company name	Zevoli Growth Partners
You were working at:	Administrators
Occupation	Project Administration
What you did at this job position?	Administration

Education

Educational period	nuo 2008.01 iki 2008.01
Degree	Grade 12 / Matric
Educational institution	Mount Frere High School
Educational qualification	Grade 12
I could work	I can do office work, Administration work ,PA work, Reception work and work with Projects.

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	very good	very good	good
English	very good	very good	good

Computer knowledge

- Microsoft Office -Proficient
- Outlook
- Excel
- Word

Conferences, seminars

- Events
- Work shops
- Sessions

Recommendations

Contact person	Refiloe Pitso
Occupation	HR
Company	Zevoli Growth Partnes
Telephone number	076 480 7023
Email address	fifi@gmail.com

Contact person	Mpho Munyai
Occupation	Coordinatour
Company	Zevoli Growth Partners
Telephone number	072 971 9323
Email address	mpho@zevoligp.com

Additional information

Your hobbies	- Watch TV
Driver licenses	A1 Motorcycle ≤ 125cc
Driver license from	2021-10-00 (4 years)
Salary you wish	12,000 R per month
How much do you earn now	10,000 R per month