



Clemence Tawanda Chipunza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

APPLICATION FOR A JOB

Dear Hiring Manager,

I am writing to express my interest in exploring opportunities within your organization. As a 27-year-old highly motivated individual with a strong work ethic, I am confident in my ability to contribute to your team's success. Although I am physically disabled, I would like to emphasize that I am not mentally disabled and am fully capable of handling the pressures of a dynamic work environment. With three years of experience in administration, human resources, computer assistance, volunteer work, and facilitation, I am eager to leverage my skills and experience to drive growth and excellence within your organization. I would appreciate the opportunity to demonstrate my capabilities during a probationary period, allowing you to assess my potential and contributions without prejudice.

I am a firm believer that everyone deserves a chance to make a meaningful impact in their career and life. I am confident that my diverse background, culture, and experience would be an asset to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Please feel free to contact me at 083 288 0815 or via email at clemencejohn1996@gmail.com.

Preferred occupation

Jobs abroad

Jobs abroad

Shop assistants

Retail, store jobs

Search engine marketing

IT, computing jobs

Computer operator

IT, computing jobs

Receptionist

Administrative jobs

Kitchen staff

Kitchen jobs

Administrators

Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1998-01-22 (27 years old)
Gender Male
Residential location Western Cape
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2020.09 iki 2023.02**
Company name Boost Africa foundation
You were working at: HR intern
Occupation Volunteer
What you did at this job position? Assist with administration work

Education

Educational period **nuo 2011.01 iki 2015.11**
Degree Grade 12 / Matric
Educational institution Inkwenkwezi Secondary School
Educational qualification Certificate
I could work Yes

Educational period **nuo 2018.01 iki 2019.07**
Degree Diploma
Educational institution West Coast College
Educational qualification N4-N6 (Diplomatic certificate)
I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	very good	good	good
isiZulu	good	good	basic

Computer knowledge

Microsoft excel

Microsoft word

Conferences, seminars

Microsoft PowerPoint presentation

Zanokhanyo network (Job readiness

October 2019 - October 2019)

Scalabrini (Workshop Readiness March 2020

- March 2020)

Recommendations

Contact person	Jurie De Kock
Occupation	Financial Planner and trainer of Zanokhanyo network
Company	Private wealth management
Telephone number	082 436 4597
Email address	Jurie142@gmail.com

Contact person	Mr Thuso Malinga
Occupation	Head of Boost Africa foundation
Company	Boost Africa foundation
Telephone number	0768991574
Email address	thuso@boostafrica.com

Additional information

Your hobbies	I'm Chelsea fan Real Madrid fan as well I enjoying watching soccer and cricket and play Chess when I'm bored I Love to go out to see nature and play at sea as well Sometimes I love play games on playstation my favorite game is God of war and Call of duty
Driver licenses	None
Salary you wish	R 5000 R per month
How much do you earn now	2300 R per month