

OF

AYANDA GONTSE THAFENI

PERSONAL DETAILS

SURNAME : THAFENI
FIRST NAMES : AYANDA GONTSE
DATE OF BIRTH : 23 JULY 1997
ID NO : 9707230424088
GENDER : FEMALE
MARITAL STATUS : SINGLE
HOME LANGUAGE : SESOTHO
HEALTH : GOOD
CRIMINAL RECORD : NONE
NATIONALITY : SOUTH AFRICAN
RESIDENTIAL ADDRESS : 11 DUBE STREET BOPHELONG
VANDERBIJLPARK
1911
CONTACT NO : 0717287091
0633796070
EMAIL : ayanda.thafeni@gmail.com
OTHER LANGUAGES : ENGLISH, ISIZULU

EDUCATIONAL DETAILS

HIGH SCHOOL QUALIFICATION : NATIONAL SENIOR CERTIFICATE (DIPLOMA)
SCHOOL : GENERAL SMUTS HIGH SCHOOL
SUBJECTS PASSED : ENGLISH, LIFE SCIENCES, MATHEMATICAL LITERACY, BUSINESS STUDIES, HISTORY, AFRIKAANS AND LIFE ORIENTATION
YEAR OBTAINED : 2015

TERTIARY QUALIFICATIONS

INSTITUTION : JEPPE COLLEGE
COURSE : HUMAN RESOURCE MANAGEMENT
LEVEL : N6
YEAR : 2017- 2018

INSTITUTION : SKILLS DEVELOPMENT CORPORATION
COURSE : GENERIC MANAGEMENT
LEVEL : LEVEL 4
MODULES : LEADERSHIP SKILLS, MATHEMATICS IN BUSINESS, BUSINESS COMMUNICATIONS, TEAM BUILDING, PROBLEM SOLVING AND DISASTER RISK MANAGEMENT
DURATION : JULY 2021-JULY 2022

INSTITUTION : GLOBAL HEALTH NETWORK (ONLINE)
COURSE : CLINICAL PRACTICE E6 (R2)

**WORK EXPERIENCE**

INSTITUTION : JEPPE COLLEGE
POSITION : MARKETING CONSULTANT
DUTIES : RECRUITMENT OF STUDENTS
 SOURCING OUT OF STUDENT
DURATION : 01/01/2018-06/31/2018

RECEPTION ADMINISTRATION : HANDLING INCOMING AND OUTGOING CALLS
 PRINT AND SCAN DOCUMENTS
 PREPARED TEA FOR BOARD MEETINGS
 SORTING OUT INTERNAL DOCUMENTS (EXAMS)
 WELCOMING VISTORS AND DIRECTING THEM TO REVELANT PEOPLE
DURATION : 01/02/2019- 31/10/2019

ACCOUNTS ADMINISTRATION : PROCESS BANK DEPOSIT,
 RECONCILE FINANCIAL STATEMENT,
 PREPARE INVOICE
 SEND REMINDERS TO ENSURE TIMELY PAYMENTS.

COMPANY : FIRST FEDERAL INVESTMENT (ABSA)
POSITION : SALES CONSULTANT
DUTIES : SELL COMPANY'S PRODUCTS AND SERVICES
 COMPLETE ALL PAPERWORK RELATING TO SALE
 CREATE COMPELLING SALES PITCHES
 BUILD AND MAINTAIN RELATIONSHIPS WITH CLIENTS.

DURATION : 30/09/2021-31/05/2022

COMPANY : AURUM INSTITUTION
POSITION : TB DATA CAPTURER
DUTIES : CAPTURE DATA OF MDR PATIENTS ON A DEVICE
 REPORTING; TIMELY COLLATION AND SUBMISSION OF REPORT
 ASSIST WITH PATIENT FLOW IN CLINIC

DURATION: 02/02/2023-23/02/2024

COMPANY : AVA MANAGEMENT
POSITION : QUALITY ASSURER
DUTIES : MAINTAIN QUALITY ASSURANCE DOCUMENTATION
 COMPILE QUALITY INFORMATION FOR THE MANAGEMENT
 LISTEN TO CALLS BETWEEN THE CONSULTANT AND THE CLIENT
 MONITOR PERFORMANCE

DURATION : 03/05/2024-31/08/2024

REFERENCES

NAMES	RELATIONSHIP	CONTACT DETAILS
STHEMBILE NHLAPO	ABSA MANAGER(FFI)	073 888 6438
NOAH MUSAKWA	DEPUTY PRINCIPAL (JEPPE COLLEGE)	063 154 1693
THOBEKA ZWANE	LINE MANAGER (AVA MANAGEMENT)	084 269 2258
ZANDI SIBEKO	MANAGER (AURUM)	068 529 1877

