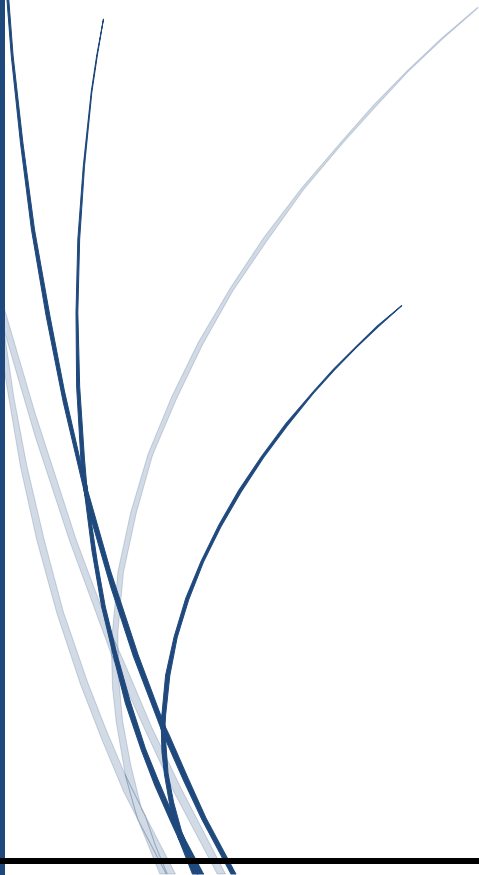


2015

CURRICULUM VITAE

TUMELO TONY NKHASI



PERSONAL INFORMATION

SURNAME : Nkhasi
NAME(S) : Tumelo Tony
NATIONALITY : South African
ETHNICITY : African
DATE OF BIRTH : 30 September 1994
GENDER : Male
HEALTH : Excellent
HOME LANGUAGE : Sesotho
OTHER LANGUAGES : English (Speak, Read & Write)
: IsiZulu (Speak & Read)
DRIVERS LICENSE : N/A (Code 10 Learners License)
LOCATION : Johannesburg, South Africa

CONTACT INFORMATION

CONTACT NUMBER : 079 882 9717
E-MAIL ADDRESS : nkhasitony@live.com
PHYSICAL ADDRESS : 3762 Section H
: Palm Springs
: Sebokeng
POSTAL CODE : 1984

EDUCATIONAL INFORMATION

HIGH SCHOOL NAME : Prestigious Aureate High School

HIGHEST GRADE PASSED : 12 (Matric)

SUBJECTS PASSED : English Home Language
: Afrikaans First Additional Language
: Life Orientation
: Mathematics
: Accounting
: Business Studies
: Computer Applications Technology

YEAR COMPLETED : 2012

CURRENTLY STUDYING

INSTITUTION : University of South Africa (UNISA) (Part-time)

QUALIFICATION : Accounting Sciences

DURATION : 2 Years

EMPLOYMENT INFORMATION

CURRENT EMPLOYMENT

COMPANY : East Rift Technologies (PTY) LTD

POSITION : Data Capturer

DUTIES : Recording information onto spreadsheets
: Validating existing information
: Drafting Company Profiles (Occasional)
: Creating free Google websites (Occasional)

DURATION	: 18 February 2014 to July 2014
POSITION	: Accounts Assistant
DUTIES	: Data Capturing (Occasional) : Training Data Capturers : Managing information and client database in CRM : Client liaison (E-mail, Telephonic, Face to Face) : Quoting of clients & Updating payments : Managing Petty Cash : Training new employees on how to use CRM (Updating of information on the system) (Occasional) : Assisting in answering incoming phone calls.
DURATION	: 1 st August 2014 till present

SKILLS

- Information Management on CRM (Intermediate)
- How to communicate with clients in a professional manner
- How to respond to complaints & handle Queries
- Designing Websites (Using Adobe Photoshop) Entry Level)
- Developing basic web pages (Using HTML & CSS) (Entry Level)
- Designing basic logos (Have only designed for one client) (Entry Level)
- Structuring & Drafting of company profiles (Entry Level)
- Basic computer skills (Hardware & Software): Installing of desktop hardware to Operating Systems.