

FUNDISWA MPAFA

96 WATERCREST STREET MITCHELLS PLAIN 7785
0715457517/0658534044 | fmpafa04@gmail.com

Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Personal Details

- Nationality : South African
- Gender : Female
- Home Language : IsiXhosa
- Other Language : English

Education

- College of Cape Town
N4,N5 Management Assistant 2019
- Cwecweni Senior Secondary School
12 2013

Additional Information

Name of the organization: St Francis-Radical Learning
Programme: Information and Communication Technology
Programme outline: Introduction to ICT, Ms word,excell,powerpoint,email and internet
Period: 2015

Skills

- Communication skill(written and verbal), computer skill(MS word, powerpoint, excellent and outlook), time management skill, problem-solving skill, interpersonal skill and analytical thinking.

Experience

- Amathuba-Collective 01 January 2022 - 30 December 2022
Call center
 - Handling inbound and outbound calls
 - Supporting interns psychosocially and escalating their mental issues to the youth counselor
 - Collection of register
 - Campaign researcherContact ended
- Medipost Pharmacy December 2021 -
Picker
 - Picking medication tooth's patient's name
 - Inserting labels into foldersSeasonal job

- **USABCO**
Warehouse Packer
 - Inserting bar codes and labels
 - Machine operator
 - PackingSeasonal job

Reference

- **Inga Malgas - Amathuba-Collective**
Team Leader
0214931987/0747014907
- **Mr Nathan - Medipost Pharmacy**
Sueprvisor
0719988033
- **Anni - USABCO**
Site Manager
0217124502



SUID-AFRIKAANSE POLISIEDIENS
HARARE
14 JAN 2024
CSC
AMAPOLISA OMZANTSHI AFRICA

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N5

MANAGEMENT ASSISTANT

AWARDED TO

MPAFA FUNDISWA

IDENTITY NUMBER

9409141102081

WITH EFFECT FROM

2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

OFFICE PRACTICE N5

COMMUNICATION N5

INFORMATION PROCESSING N4

COMPUTER PRACTICE N5

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Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trades and Occupations

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SERIAL NUMBER

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ACC NO: ACC/2011/01307
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HARARE
14 JAN 2024
CSC
AMAPOLISA OMZANTSHI AFRICA

It is hereby certified that

FUNDISWA MPAFA

ID: 9409141102081

has completed a course in

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

covering the following modules:

Introduction to ICT	US 117925	NQF 2	CREDITS 3
Microsoft Word	US 116938	NQF 1	CREDITS 4
Microsoft Excel	US 119637	NQF 2	CREDITS 4
Microsoft Power Point	US 116933	NQF 1	CREDITS 5
Email	US 116945	NQF 2	CREDITS 2
Internet	US 116931	NQF 2	CREDITS 4

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FORCE NUMBER

Handwritten signature: *Randall Botha*

Handwritten signature: *Set*

Handwritten signature: *Ble*

Endorsed By:



Randall Botha
Assessor / Director:

23 / 10 / 2015

Date: Obtained



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

SUID-AFRIKAANSE POLISIEDIENS

HARARE

Awarded to

14 JAN 2024

CSC

FUNDISWA MIPAKA LISA OMZANTSHI AFRICA

Identity number 9409141102081

Subject	%	Achievement level
IsiXhosa Home Language	71	6
English First Additional Language	52	4
Life Orientation	60	5
Accounting	38	2
Business Studies	32	2
Economics	36	2

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FORCE NUMBER

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2013

M. S. LAKOMETSI

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa


4580978

(See reverse for more information)

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **MPAFA**
 Names: **FUNDISWA**
 Sex: **F**
 Nationality: **RSA**
 Identity Number: **9409141102081**
 Date of Birth: **14 SEP 1994**
 Country of Birth: **RSA**
 Status: **CITIZEN**

ID



Signature

SUID-AFRIKAANSE POLISIEDIENS

HARARE

14 JAN 2024

CSC

AMAPOLISA OMZANTSHI AFRICA

EK CERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE IS. EK CERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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[Signature]
HOUTTEKENING SIGNATURE

MAGSNOMMER *799467* RANG *Lat*
FORCE NUMBER RANK *B*

AMAPOLISA OMZANTSHI AFRICA

Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997. If found please return to the Department of Home Affairs. For enquiry or verification purposes contact 0800 80 11 40.

Date of Issue: **14 JAN 2023**

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