

**CURRICULUM VITAE
OF
Kharivhe Mashudu**

PERSONAL DETAILS

Surname : Kharivhe
First name : Mashudu
Residential address : 526 Paul Kruger Street
Pretoria
0002
Cell : 0727160536
Alternative number : 0815804600
E-mail : kharivhe.sdy@gmail.com
ID number : 9208130748080
Date of birth : 13 August 1992
Sex : Female
Marital status : Single
Nationality : south African
Home language : Tshivenda
Driving License : c10

EDUCATION

Institution	Qualification	Year Obtained
Tshivhase Secondary School	Matric	2010
Sedibeng TVET College	N4 & N5 Business Management	2011
University of Venda	BCom in Economics	2017
Milpark Education	NQF level 5 Management Certificate	2019
Novia one	NQF level 5 Banking Certificate	2021

EMPLOYMENT HISTORY

Company	Duties	Year
Medtronic (Customer service intern)	<ul style="list-style-type: none">•Creating quotations and invoices-SCM Production-ERP production-CRM production• Communicating with Customers• PO follow up• Handling Customer service admin.	Nov 2022 up to Oct 2023

Auditor General South Africa (Receptionist)	<ul style="list-style-type: none"> • Receiving and answering calls in a professional manner. • Providing reception duties that promotes an image of high professionalism. • Managing boardroom bookings. • Welcoming and receiving of clients. • Overseeing that the reception area is clean. • Offering client service at its best all the time. 	Jan 2022 to July 2022 (contract ended)
Mr Price Group (Casual Worker)	-Cashier, Administration, Sales, Packing and organizing of stock	July 2012 to Dec 2013

SKILLS & KNOWLEDGE

- Office Administration
- Microsoft office
- Communication skills
- Attention to details
- Presentation skills
- SAP

REFERENCES

Murunwa Sengani: 079 960 5132

Kagiso Phaahla: 066 4844 099

Nombulelo Mntaka: 082 4161 258