

**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"><li>• Creating quotations and invoices</li><li>-SCM Production</li><li>-ERP production</li><li>-CRM production</li><li>• Communicating with Customers</li><li>• Handling customer disputes (Debit and Credit)</li></ul>	October 2022 to September 2023

	<ul style="list-style-type: none"> <li>• Handling Customer service admin.</li> </ul>	
Auditor General South Africa (Receptionist)	<ul style="list-style-type: none"> <li>• Receiving and answering calls in a professional manner.</li> <li>• Providing reception duties that promotes an image of high professionalism.</li> <li>• Managing boardroom bookings.</li> <li>• Welcoming and receiving of clients.</li> <li>• Overseeing that the reception area is clean.</li> <li>• Offering client service at its best all the time.</li> </ul>	Jan 2021 to Dec 2021 (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 Mtaka: 082 4161 258