

Perseverance Nkosi

Ward 88 City of Ekurhuleni Nigel

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Personal Details

- Date of Birth : 19/01/1991
- Nationality : South African
- Driving Licence : Code 10

Education

- **Sedibeng Tvet College** 2022
Public Management N6
Public Admin, Finance&Law, Municipal law, Business management
- **Ulwazi Training centre** 2013
Computer Certificate
- MS Office (Word, Excel, PowerPoint, Outlook) - Data Management - Document Creation and Editing - Presentation and Spreadsheet Skills
- **Damelin Business College** 2009
Project management Nqf 4
Project Management Fundamentals - Project Planning and Scheduling - Project Resource Management - Project Risk Management - Project Quality Management - MS Project Software (basic training)
- **Ed-Build College** 2018
ECD certificate N4
- Child Development Theories - ECD Curriculum Planning - Child Assessment and Evaluation - Classroom Management - Health, Safety, and Nutrition
- **TETA** 2024
Qcto Transport Clerk
NQF 4
- **Gert Sibande College** 2014
Office Admin

Experience

- **Wits health consortium - Leratong Alra Park Clinic** 01 October 2024 - 30 October 2025
Treatment Navigator/Tele-Tracing
-Contacted patients who missed appointments, schedule follow-up appointments, and document interactions.
-Made pre-reminder calls to patients for upcoming clinic visits and viral load tests.
- Retrieved and organize patient files, ensuring accurate and up-to-date records.
- Conducted physical/home tracing for patients with challenges accessing care, providing support and guidance.
- Collected and submit weekly, monthly, reports on patient engagement, retention, and viral load suppression.
-Performed Adhoc Office Admin duties
End of contract
- **Happiness Primary School** 01/02/2023 - 30/06/2024
Educator Assistant
_Gauteng Department of Education -Library Assistant
- Instilled a love of reading in students, promoting literacy and academic development
- Assisted in organizing school events, contributing to a engaging and inclusive environment
- Supported library administration, maintaining organized and efficient systems
- Performed various administrative duties, ensuring smooth library operations
- Submitted weekly reports, providing updates on library activities and progress
- Undertook ad hoc duties, demonstrating flexibility and willingness to support the team

Reason for Leaving:
End of contract

- **CPD ACADEMY** 10/02/2019 - 10/02/2020
Transport Administration Clerk
-Completed a fully accredited NQF 4 programme covering health & safety, facility-risk assessment and transport logistics.
 - Applied practical skills in scheduling, vehicle allocation and inspection reporting
 - Demonstrated competence in record-keeping and data capture-Supported learning and development as a facilitator assistant and student tutor

Reason for Leaving:
End of contract

- **AURUM HEALTH INSTITUTE - Unlocked** 14/12/2018 - 06/02/2020
Administrative Clerk
_Facility-based Research:
 - Provided exceptional customer service, greeting and welcoming clients
 - Addressed customer queries and resolved issues efficiently
 - Managed telephone communications, responding to calls and messages
 - Collected and captured data accurately, meeting deadlines for report submissions
 - Ensured timely sending of reports, adhering to organizational policies and waiting time standards
 - Demonstrated strong organizational skills, meeting deadlines and submitting reports on time

Reason for Leaving:
End of contract

- **Ecco clothing** 09/01/2013 - 30/06/2017
Administrative Coordinator
Skills Development Services SETA Entrepreneurial Programme:
 - Ecco Clothing Practical Training:
 - Collected, sorted, and sold pre-loved clothing
 - Managed business finances, including handling money, stock control, and fund allocation
 - Provided excellent customer service, addressing client queries and concerns
 - Collaborations:
 - Partnered with SALEM NGO to support community development initiatives
 - Worked with KINDERHUIS Kriel Orphanage Home to make a positive impact on vulnerable populations
 - Achievements:
 - Contributed to poverty eradication and employment creation
 - Reason for leaving: Contract completion

Reference

- **Amelia Roets - CPD ACADEMY**
Facilitator
amelia@cpda.co.za
- **PL Gama - Happiness Primary School**
School Principal
Happinessprimary.gama@gmail.com
- **Mbali Mbatsana - Unlocked Aurum Health Institute**
Project liason
Info@yhafrica.org
- **Keitumetse Mhlanga - Leratong Health Care Project**
Project Administrator

Volunteer Work

- - Skylight Computer Internet Center
 - Role: Volunteer Computer Instructor and Marketing Assistant
 - _Key Responsibilities:_
 - Taught computer skills to children and youth
 - Assisted businesses in developing marketing strategies and acquiring new clients
 - Shared ideas and expertise to enhance business growth
 - Provided support in developing marketing materials and campaigns

- - Little Princeton Creche
 - Role: Volunteer Teacher (Grade RR)
 - _Key Responsibilities:_
 - Assisted in teaching Grade RR learners
 - Contributed to developing and implementing lesson plans
 - Practiced Early Childhood Development (ECD) skills
 - Supported the creche team in providing quality education and care