

CURRICULUM VITAE OF NEO CHIRWA

133 Francis Baard St, Pretoria Central, Pretoria, 0002

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☎081 343 4325

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✉chirwaneo89@gmail.com

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OBJECTIVE

Seeking a role that will allow me to contribute to a team's success and make a positive impact in a dynamic work environment.

PERSONAL DETAILS

Surname	Chirwa		
First name	Neo		
Identity number	020921 0875 081		
Gender	Female		
Nationality	South Africa		
Marital status	Single		
Home language	English		
Other languages	Read	Speak	Write
Setswana	Good	Good	Good
Isizulu	Good	Good	Good

EDUCATIONAL SCHOOL

School	Modilati Secondary School
Grade Passed	Grade 12
Subject Passed	English
	Setswana
	Mathematical Literacy
	Geography
	Life Orientation
	History
	Tourism
Year Completed	:2023

INSITUTE	: COMMUNITY UPLIFTMENT PROJECT
MODULE	: BASIC ICT AND OFFICE ADMINISTRATION
YEAR	:2025

Work Experience

Employer :DAPHNEY MALULEKE
Company :REDIRILE DAY CARE CENTER
Position :ADMINISTRATIVE ASSISTANCE

Duties and Responsibility

- DATA CAPTURE
- PRINTOUT
- ANSWERING CALLS

Year :1 AUGUST 2024

SKILLS

Physical Stamina
Time Management
Problem solving
Attention to details

Personal Qualities and tributes

Ability to work under Pressure
Positive attitude
Honesty and integrity
Flexibility
Accountability

REFERENCES

Name of Institution Modilati Secondary School
Contact 068 270 5509
Contact Person Ma'am Kgafela

Institute :Redirile Day Care Center
Employer : DAPHNEY MALULEKE
Contact :079 759 8551

Institute :Community Upliftment Project
COMPUTER FACILITATOR : MAHLATSE MORIFI
CONTACT : 071 923 4383



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NEO CHIRWA

Identity number 0209210875081

Exam number 8239112570028

Subject

Setswana Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Geography
History
Tourism

Achievement

level

%

52

4

55

4

39

2

45

3

43

3

54

4

55

4

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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or 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 2023

M. S. LAKOETSU

Chief Executive Officer

240 9009 3943 R



This certificate is issued without alterations or seizure of any kind



UMALUSI



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

5378293

Certificate of Completion



MICTSETA
ACCREDITED

On Basic End- User Computing NQF Level 3
And
Introduction to occupational office administration

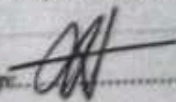


This certificate is awarded to

CHIRWA NEO ID:020921 0875 081

- Has satisfactory showed competency in acquiring skills on End-User computing skills programme and occupational office administration and was found on the following modules ;-

- Basic IT Concepts , Managing files and Folders
- Microsoft Word . Microsoft Excel , Business Communication,
- Microsoft PowerPoint - Microsoft Access , Office design and layout
- Internet and Information Communication and Publisher, Office administrative procedure, Record Management and Data filing, Customer service and relationship management

X.K. Nghonyama (CEO) Sign: 



ETQA Regulation No: R1127 of 1988 of the SAQA act 58 of 1995
This certificate is issued without any form of alterations. With effect from 09/06/2025
Rhully's Innovative Skills Training and Consulting Institute
MICT SETA Accreditation No: ACC/2020/07/428

