

**CURRICULUM VITAE
OF
GIVEN GASTIGO NKUNA**

PERSONAL DETAILS

Identity Number	:	0112025552087
Nationality	:	South African
Gender	:	Male
Home language	:	Xitsonga
Languages	:	English, IsiZulu and Sesotho
Health Status	:	Good
Criminal Record	:	None

CONTACT DETAILS

Residential Address	:	1906 BullBay Crescent Lehae, Phase 1 Lenasia
Postal Code	:	1829
Contact Number	:	081 079 4572 / 068 150 2319
Email Address	:	givennkuna876@gmail.com

PROFILE

Reliable and hardworking professional with experience in administration, education support, ICT/e-Cadres, and merchandising, with strong communication, computer, and organizational

EDUCATION QUALIFICATION

Last School Attended	:	Senaoane Senior Secondary School
Grade	:	12
Subject Passed	:	Xitsonga HL, English FAL, Maths Lit, Life Orientation, Geography, History.
Year	:	2021

Achievements

- 1.National School Safety Framework Certificate
- 2.Ilizwe Lam Internet Safety Training Certificate
- 3.NED Journey Certificate – New Employee Development Programme (02.2)

WORK EXPERIENCE

Company Name : Gauteng Department of Education
Position : Administrative Assistant
Duration : 1 year 6 months

Company Name : PacknStack (Pty) Ltd
Position : Merchandiser
Duration : 7 months

Company Name : Gauteng Department of Education
Position : ICT/e-Cadres
Duration : 6 months

Company Name : Itty Holdings (Pty) Ltd
Position : Internet Café Assistant
Duration : 01 September - Present

REFERENCES

Company Name : Gauteng Department of Education
Contact Person : Ms. Nomvula Snail
Position : Supervisor
Contact Number : 061 952 7955

Company Name : Gauteng Department of Education
Contact Person : Mrs. Tshifhiwa Nekhumbe
Position : Supervisor
Contact Number : 079 506 5708

SKILLS

- Strong communication
- Teamwork
- Proficient in Microsoft office (word, excel and PowerPoint)
- Time management
- Ability to prioritize my responsibilities