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| **CURRICULUM VITAE OF**  **DHIVIA NKHATA** |

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**CURRICULUM VITAE**

**OF**

**DHIVIA NKHATA**

**PERSONAL DETAILS:**

SURNAME : NKHATA

NAMES : DHIVIA

GENDER : FEMALE

DATE OF BIRTH : 14 FEBRUARY 1994

IDENTITY NUMBER : 9402141466085

PLACE OF BIRTH : ZAMBIAN

NATIONALITY : SOUTH AFRICAN

MARITAL STATUS : SINGLE

RESIDENTIAL ADDRESS : 9 FLORIDA ROAD

LA NOVA APARTMENTS

VREDEHOEK

CAPE TOWN, WESTERN CAPE

POSTAL ADRESS : 9 FLORIDA ROAD

LA NOVA APARTMENTS

VREDEHOEK

CAPE TOWN, WESTERN CAPE

CONTACT DETAILS : 0791491092

HEALTH STATUS : EXCELLENT

CRIMINAL RECORD : NONE

HOME LANGUAGE : ENGLISH

OTHER LANGUAGES : NONE

DRIVERS LICENCE : CODE 8

RELIGION : CHRISTIAN

EMAIL ADRESS : dhiviankhata@icloud.com

**EDUCATIONAL BACKGROUND**

**HIGH SCHOOL**

LAST SCHOOL ATTENDED : BLUE HILLS COLLEGE

HIGHEST GRADE PASSED : GRADE 12

YEAR OF COMPLETION : 2010

MAJOR SUBJECTS : ACCOUNTING, BUSINESS STUDIES (COMMERCE),

ENGLISH AND AFRIKAANS

I MATRICULATED WITH A BACHELOR’S DEGREE

**TERTIARTY INFORMATION**

QUALIFICATION : LLB DEGREE

UNIVERSITY : UNISA

ACADEMIC YEAR : 2011-2014

YEAR OF COMPLETION : 2014

COMPLETED MY LAW SCHOOL AT THE LEAD LAW SOCIETY OF JOHANNESBURG IN JULY 2016.

**WORK EXPERIENCE**

NAME OF COMPANY : ROOHUISKRAAL PHARMACY & CLINIC

LOCATION : BLUE VALLEY MALL, CENTURION

OCCUPATION : CASHIER (PART TIME)

CONTACTABLE REFERENCE : DEAN KRAUSE

REFERNCE CONTACT DETAILS : 072 419 7896

DURATION : DECEMBER 2010 – JANUARY 2012

DUTIES : WORKING ON AND MANAGING THE TILL

HANDLING PRESCRIPTION MEDICATION

CUSTOMER SERVICE

NAME OF COMPANY : FOEVER NEW

LOCATION : CENTURION MALL, JOHANNESBURG

OCCUPATION : SALES ASSISTANT AND CASHIER (PART TIME)

CONTACTABLE REFERENCE : ROSE SELOPYANE

REFERNCE CONTACT DETAILS : 078 262 1989

DURATION : 2 DECEMBER 2012 – OCTOBER 2014

DUTIES : WORKING ON AND MANAGING THE TILL

MERCHANDISING STOCK

CUSTOMER SERVICE

IBT’ING NEW STOCK

REASON FOR LEAVING : I WAS BUSY PREGNANT AND LEFT TO GO HAVE MY

DAUGHTER

NAME OF COMPANY : GUESS

LOCATION : V & A WATERFRONT, CAPE TOWN

OCCUPATION : SALES ASSISTANT

DURATION : 3 OCTOBER 2016 – 19 DECEMBER 2016

REASON FOR LEAVING : I WAS OFFERED ANOTHER JOB OPPORTUNITY

CONTACTABLE REFERENCE : JEREMY (STORE MANAGER)

REFERENCE CONTACT NUMBER : 083 289 9127

DUTIES : RINGING UP SALES

ASSISTING IN THE MERCHANDISING OF THE STORE

CUSTOMER SERVICE

RECEIVING AND BOOKING IN STOCK

I AM CURRENTLY BASED IN CAPE TOWN,A VERY HARDWORKING INDIVIDUAL, EAGER TO LEARN AND ALWAYS STRIVE TO DO MY BEST IN EVERYTHING I DO. I HAVE EXCELLENT INTERPERSONAL SKILLS AND A VERY FAST LEARNER. I CAN ALSO ADAPT EASILY TO ANY ENVIROMENT PRESENTED TO ME.

NOT ONLY CAN I WORK WELL WITH PEOPLE BUT I AM A TEAM PLAYER TOO.

ALL THE EXPERIENCE I HAVE WAS MERELY A WAY TO SUSTAIN MYSELF I AM NOW READY TO EMBARK ON MY PROFESSIONAL JOURNEY.