

**CURRICULUM VITAE
OF
TSOANELO MALITHUNYA SHATA**

PERSONAL DETAILS

Surname : Shata
Names : TsoaneloMalithunya
Date of birth : 19 August 1989
Identity no : 890819 0698 080
Gender : Female
Nationality : South African
Marital status : Single
Home language : Sesotho
Other languages : English &Isixhosa
Criminal Record : None

CONTACT DETAILS

Residential Address : Erf 911 Maluti Township
Maluti
4740
Postal Address : Postnet-Suite 524
Matatiele
4730
Contact no. : (071 033 6802
Email Address : tsoneloshata@ymail.com

EDUCATIONAL QUALIFICATIONS

SECONDARY QUALIFICATION

High School Attended : Lehana Senior Secondary School
Highest Grade Passed : Grade 12
Year : 2007
Subjects : Sesotho HL, English FAL, Mathematics,
Physical Science, Biology, Geography,
Biblical Studies

TERTIARY QUALIFICATION

Name of Institution : University of the Free State
Qualification : BSc Microbiology
Other : Industrial Quality Management Course
Currently: BSc (hons) environmental management

WORK EXPERIENCE

Company Name : Mfingwana & Associates Attorneys
Position Held : Legal Secretary
Duties : Typing Legal Documents,
Managing Correspondents
Handling in-coming & out-going calls
Handling Payments & Banking
Managing Attorneys' Diaries
Filling & Handling Office Stationary
The Switchboard
Duration : 9 Months
Reason for Leaving : I had to go back to school

Company Name : Environmental & Rural Solutions
Position Held : Environmental Projects Assistant
Duties : Assist in general organizational content
development
Assist development staff with daily management of
ongoing conservation projects and their technical
reporting
Oversee regular email correspondence with donors
to ensure the delivery of relevant communication
Assist with scientific data preparation for projects;
gather scientific literature and glean reference data
and oversee the translation of selected outputs
with development staff
Participate in public activities to maximize
organizational management, branding, visibility
Promote public profile with various stakeholder
groups

Construction site monitoring

REFERENCES

Contact Person : Mr M.M. Makhabane
Occupation : Principal
Company : Lehana Senior Secondary School
Contact Numbers : 072 119 6510

Contact Person : Mr L. Mfingwana
Occupation : Director
Company : Mfingwana & Associates
Contact Numbers : 072 250 9227/ 039 737 4297

Contact Person : Miss S.V. Williams
Occupation : Head of Student Academic Services
Company : University of the Free State
Contact Numbers : 051 401 9271

Contact Person : Prof S.G. Kilian
Occupation : Head of Department
Company : University of the Free State
Contact Numbers : 051 401 2780