

**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