

# CURRICULUM VITAE: NHLUVUKO ACHIEVEMENT PATAKA

## PERSONAL DETAILS

Surname : Pataka  
First Names : Nhluvuko Achievement  
ID Number : 9404065581089  
Gender : Male  
Nationality: South African  
Languages: English, Xitsonga, Setswana and Isizulu  
Health: Excellent  
Criminal Offences: None  
Driver's License: Code 10

## CONTACT DETAILS

Postal Address : 995 Salmon Street, Soweto, Dube Village  
0001  
Cellphone Number: 0719652825/ 0789948891  
Email Address: [chievasafford@gmail.com](mailto:chievasafford@gmail.com)

## EDUCATIONAL HISTORY

### **HIGH SCHOOL QUALIFICATION**

Institution: N'wanati High School  
Highest Qualification: Diploma  
Year Matriculated: 2014  
Matric Subjects: Xitsonga, English, Mathematics, Physical Science,  
Geography, Life Science & Life Orientation

## **INSTITUTIONAL QUALIFICATION**

### **1. TSHWANE NORTH COLLEGE (MAMELODI CAMPUS)**

Institution:	Tshwane North College (Mamelodi Campus)
Year started:	2015
Course:	Information Technology and Computer Science (IT)
Qualification:	National Certificate (Vocational)
Year instituted:	2017
Major subjects:	System Analysis and Design, Contact Centre Operations, Computer Programming & Data Communication and Networking

## **ACHIEVEMENTS**

### **1. ONLINE MARKETING FUNDAMENTALS CERTIFICATE**

Institution:	Google (Digititan)
Course:	Google Digital skills for Africa
Qualification:	Online Marketing Fundamentals Certificate
Year obtained:	2018
Achievements:	The Online Opportunity, Building your Online Presence, Intro to SEM Version, Intro to Mobile & Digital Jobs

### **2. WORK BASED ASSESSMENT TRAINING**

Institution:	Advanced Assessments and Training
Course:	Work Based Assessment Training (Learnership)
Qualification:	Technical Support (NQF Level 4)
Duration:	12 Months Contract
Year obtained:	2020
Achievements:	Data Communication, Computer Networking, Computer Software and Hardware Communication, Internet Protocol & System Operation and Maintenance

## **CAREER OBJECTIVE**

I'm motivated by opportunity driven task that require cutting edge solutions, while a client-based background enables me to maintain objectivity at all times and focus on the main objectives, particularly when delivering to the expected objectives. I wish to intensify this experience by offering solutions in a role that demands results, high performance standards that encourage creativity, to work in a role that strives to maintain relationships and communicates its services in the best ways possible.

## **DEVELOPED SKILLS & PERSONAL ATTRIBUTES**

Pastel Sage 50, Pastel (Accounting Partner V17), Tracking Budget Expenses, General Math Skills, Outlook 2016, Vendor Relationships, Stock Administrator, Goods invoice capturing, Supplier invoice capturing, my car Tracker, Computer hardware fixing, Computer programming skills, CSS, Html, Visual Basic, Java script, Microsoft Office (Excel, Power Point, Microsoft Access and Microsoft word), System Analysis and Design skills, Call Centre skills, Data Base Designing and Data capturing & Networking

## **WORK EXPERIENCE**

### **1. TSHWANE NORTH COLLEGE (MAMELODI CAMPUS)**

Organization: Tshwane North College  
Position: Computer Technician (WBE Intern)  
Period: 6 Months Contract  
Reason for leaving: End of contract

## **DUTIES**

Computer Hardware Fixing, Software installation, Network installation, Network Cabling, Network troubleshooting, Data capturing & Clients-server maintenance

### **2. FOURNOS BAKERY**

Organization: Fournos Group Head Office  
Position: Account clerk and Procurement Assistant  
Period: May 2018 until October 2021

## **DUTIES**

- Schedule purchase and arrivals.
- Maintain Inventory.
- Review and place purchase orders.
- Counts store inventory for official store records.
- Maintains logs of all products and suppliers.
- Checks actual store inventory against computerized records.
- Reports any discrepancies in inventory records to store managers.
- Receives store deliveries.
- Assist in uploading inventory from delivery truck.
- Organizes inventory in stock room.
- Restocks merchandise on sales floor as necessary.
- Files all delivery and inventory receipts.
- Uses Pastel to keep track of orders, returns and supply.
- Provide inventory reports evaluation regarding overstock or stock missing items.
- Presents inventory reports at store meetings.
- Maintaining stock room hygiene's and ensuring well organized.

## **REFERENCES**

Name: Mr. Phillip L. Chirasikwa  
Role: Financial Accountant  
Organization: Fournos Group  
Cellphone number: 0105974503  
Email: finance@fournos.co.za

Name: Mr. Nader  
Role: First Floor Manager  
Organization: Fournos Group  
Cellphone number: 0722909027

Name: Mr. MB Lekoloane  
Role: Computer Technician  
Organization: TNC Central Office  
Cellphone number: 0710268692

**DECLARATION**

I, Nhluvuko Achievement Pataka, I hereby declare that all information provided (including attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to application being disqualified or my immediate discharge if appointed.

Surname and Initials

Pataka NA