##### *CURRICULUM VITAE*

##### *OF*

##### *TSHEPO NGAKE*

PERSONAL DETAILS

NAME : Tshepo

SURNAME : Ngake

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DRIVING LICENSE : C1 (Code 10)

PERSONAL STATEMENT

I am an organised and committed person. I can multitask and can manage my time very well. The quote I live by is, “When the going gets tough, the tough gets going.” I take my assignments seriously and I like to finish them in time. I am a reliable person, who can also work under pressure and willing to go extra mile, even to learn new things. I can both work individually and in a team setting.

EDUCATIONAL BACKGROUND

1. Certificate in Contact centre operation 2014
2. Certificate in EUCIT 2006
3. Matric Certificate 2004

WORKING EXPERIENCE

1. Setswana translation, including editing and proofreading.\*

\*Also worked as a computer support person.

\*Worked for:

(a) Christian Congregation of Jehovah's Witnesses

(b) East Africa Language Solutions

1. Interpretation, including simultaneously
2. Voice recording

CORE COMPETENCIES

Computer skills

Communication skills

Customer service skills

Problem solving skills

Computer literate

REFERENCES

1. Sydney Nkuna (Overseer) Christian Congregation of Jehovah’s Witnesses +27 11 761 1000 / +27 71 320 0573.
2. Patrick Nwayira East Africa Solutions +254 720 232389

DECLARATION

I, Tshepo Ngake, declare that all information given is correct to my best of knowledge. I understand that any false information supplied could lead to my application being disqualified or to my discharge if appointed.