

Aviwe Zake



ZARA

Resume Of...

Aviwe Abongile Zake

Education

Kloof High School

Grade 12 (2007)

Subjects:

1. English
2. Afrikaans
3. Maths
4. Business Economics
5. History
6. Geography

Varsity College (through UNISA) 1st Year

BComm Marketing

Subjects:

1. Accounting Concepts, Principals and Procedures
2. Commercial Law
3. Business Management
4. Introduction to the Economic and Management Environment
5. Psychological Process in Work Context
6. Practising Work English

Language Proficiency

English

- Spoken Good
- Written Good
- Read Good

Xhosa

- Spoken Good
- Written Good
- Read Good

Afrikaans

- Spoken Fair
- Written Fair
- Read Fair

Resume Of...

Aviwe Abongile Zake

Computer Skills

Knowledge, Understanding and Applying

- Microsoft Outlook
- Excel – Basic
- PowerPoint – Basic
- Internet Explorer

Employment History

Blair Athol Motors

- Dec 2007 – Jan 2008
- June 2008
- Dec 2008

Position: Back Office / Administration

Duties:

- Administration: receipts / invoicing / petty cash / reconciling account
- Date Capturing
- Stock management: ordering fuel / stock taking

Reason for Leaving:

- Part time employment (school holidays)

Mobile Model Management

June 2006 – Oct 2007

Position: Model / Brand Ambassador

Duties:

- Representing the company at various promotions

Reason for Leaving:

- Relocated to Gauteng

Urban Degree – Platinum Group

September 2010 – April 2011

Resume Of...

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Duties – Stylist

- Customer Service
- Assisting with merchandising
- Stock control and stock taking

Reason for Leaving

- Freelance Contract ended

Diesel Clothing Store (Trading as Footwear Trading Pty Ltd)

August 2011 – to date

Duties – Stylist

- Customer Service
- Merchandising
- Stock Control and Stock taking
- Cash control

Lampost Advertising – Model/Casting Agency

- Part of model and character database

References

Advocate Tantaswa Lupuwana
(Mashiya)
High Court Chambers
Advocate
082 300 0495

Executive Director
073 497 5859

Lampost Advertising
• Jodie – 083 560 2936

Shaun
Mobile Model Management
Director
082 342 2515

Urban Degree
• Primrose Moyo - 012 361 9008

Mrs. B P Mpetshwa-Koti
Blair Athol Motors

Diesel
Robyn - 012 997 5481

Resume Of...

Aviwe Abongile Zake

Personal Profile / Attributes

- Team player / works well in a team
- Well developed communication and negotiation skills
- Problem solver / challenge driven
- Analytical thinker
- Driven / reliable
- Independent
- Meticulous and perfectionist in my work
- Can be motivational
- Organized / follows deadlines
- Ambitious
- Creative eye

Extra Mural Activities

- Passion for the entertainment and fashion industry
- Addicted to virtual world
- Adventurous and traveling to new places
- Socializing

ZARA

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