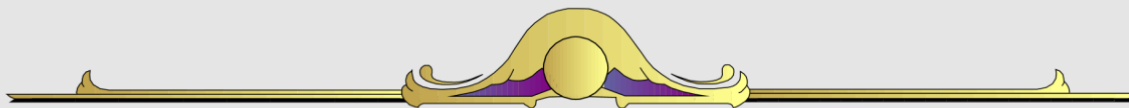
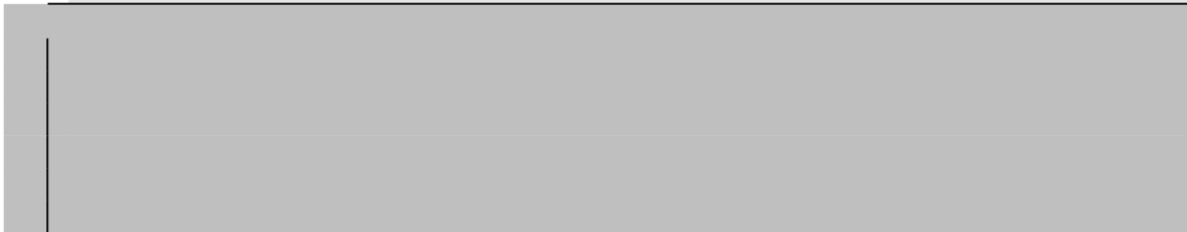


**CURRICULUM**

**VITAE  
OF**

**NABE ANELISA**



## PERSONAL DETAILS

Names: Anelisa  
Surname: Nabe  
Gender: Female  
Date of Birth: 26 June 1999  
Nationality: South African  
Driver's License: Code 8  
E-mail Address: [Anelisanabe.an@gmail.com](mailto:Anelisanabe.an@gmail.com)  
Contact No: 0685410247

## LANGUAGE PROFICIENCY

Language	Speak	Read	Write
English	Good	Good	Good
IsiXhosa	Good	Good	Good

## SECONDARY EDUCATION

2017 Matric, Cape Town High School – National Senior Certificate  
Subjects: English, IsiXhosa, Tourism, Mathematical Literacy, Life Orientation, Accounting and Business Studies.

## TERTIARY EDUCATION

Cape Peninsula University of Technology- Diploma in Accountancy (in progress) -  
Completing the qualification in 2022

## COMPUTER LITERACY

- Internet and Email
- Microsoft Excel
  - Capturing and recording of data
  - Formula functions
  - Sorting and filtering of data
  - Utilizing pivot tables
- Microsoft Word and Power point
- Sage Business Cloud Accounting

## COMPETENCIES, SKILLS, AND PERSONAL ATTRIBUTES

- Typing speed 35 wpm
- Good analytical skills, Quality orientated
- Strong problem solving and multi-tasking ability
- Ability to work with a team but also independently
- Strong work ethics and high standards for achievement
- Easily adaptable to change
- Ability to work efficiently under pressure and meeting strict deadlines.
- Able to work with little or no supervision and pay attention to detail.
- Good written and verbal communication skills, clearly and accurately in English
- Good numerical and report writing skills

## EMPLOYMENT HISTORY

2022/03/01 – Present

Institution: Cape Peninsula University of Technology  
Position: Taxation Student Tutor (tutoring only on Saturdays)  
Duties:

- Facilitate peer learning through class discussions
- Preparing lessons for students
- Assisting students with preparation for tests and exams
- Undertaking basic administration work

2021/12/17 – 2021/12/2

Government: Department of Education

Position: Examination Assistant -Mark Checker

Duties:

- Calculation of mark ticks to check if there are no errors and omissions
- Re-checking of scripts
- Compute # totals

2020/03/16 – 2020/03/31

Government: Department of Justice and Constitutional Development

Position: Administrative Clerk

Duties:

- Capturing of data
- Answering incoming calls
- Filing of documents

2019/11/15 – 2020/01/15

Company: The Foschini Group

Position: Seasonal Sales Associate (Donna Claire)

Duties:

- Greeted and served customers in a polite manner, both in person and on the phone.
- Rearranged promotional products to influence sales.
- Encouraged 'bundle deals' and 'add-on products' to generate revenue and ensure customer satisfaction.
- Replenished shelves within the set deadline in a neat and tidy manner, whilst rotating older stock to avoid wastage.
- Ensured the shop was presentable.

### **TRAINING AND DEVELOPMENT**

2022/02/02 – 2021/02/03

Institution: Cape Peninsula University of Technology

Course: Training program for student tutors

Duration: 2-day training (16 hours) – certificate issued

2021/03/11 – 2021/03/12

Institution: Sage University

Course: Sage Business Cloud-Accounting Practitioner

Duration: 2-day training (17 hours) – certificate issued

Duties:

- Navigating within the software
- Creating users and assigning user permissions
- Setting up master files and processing documents
- importing bank statements, processing, and reconciling
- pay invoices online.
- processing journal entries
- Printing of various reports to excel
- setting up a company's VAT information

2021/02/– 2021/11/12

Institution: Sage University

Course: Sage Business Cloud Accounting

Duration: Full Year

Status: Completed (certificate issued)

## REFERENCES

1. Ms. Gabriella Fleurs  
Relationship: Supervisor  
Employer: Western Cape Department of Education  
Contact number: 068 561 3423  
Email: [Gabriella.Fleurs@westerncape.gov.za](mailto:Gabriella.Fleurs@westerncape.gov.za)
2. Ms. Lorraine Rafa  
Relationship: Supervisor  
Employer: Department of Justice and Constitutional Development  
Contact number: 083 460 5334
3. Ms. Colleen Meyer  
relationship: Area Manger  
Employer: The Foschini Group  
Contact number: 083 415 5801  
Email: [colleenme@tfg.co.za](mailto:colleenme@tfg.co.za)

## SUMMARY ABOUT MYSELF

I am an energetic and goal driven young women, who is well focused and disciplined in adhering to the rules and regulations and also completing all work that has been assigned to me. I am eager to use my skills in a dynamic working environment with potential for growth and advancement and share my knowledge to gain more experience. I am polite but reserved, task-oriented and detail-oriented individual who is able to work under pressure both individually and as part of a team. Friendly, enthusiastic, organized person who can be relied upon.