

# SIMPHIWE KHUMALO

## Curriculum Vitae

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Address: 137 Norman Harrison  
Montana Gardens  
0159

### Personal Information

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**Date of Birth:** 22 January 1996  
**Identity Number:** 960622 0026 087  
**Nationality:** South African  
**Home Language:** English and Zulu  
**Own Transport:** Yes  
**Interests / Hobbies:** Reading, Writing blogs, Shopping, Travelling, Decorating

### Educational Background

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#### Tertiary Education

**Institution:** Varsity College – Pretoria  
**Period:** 2017 - 2019  
**Degree:** Bachelor of Arts in Corporate Communication  
**Modules:**

Application Communication Techniques 1	Introduction to Personal Computing
Business Management 1A	Business Management 1B
Communication Science 1A: Interpersonal Communication	Communication Science 1B: Intercultural Communication
Corporate Communication 1A	Corporate Communication 1B
Media Studies 1	Organisational Psychology
Application Communication Techniques 2	Media Studies 2
Business Management 2A	Business Management 2B
Communication Science 2A: Organisational Communication	Communication Science 2B: Persuasive Communication
Corporate Communication 2A	Corporate Communication 1B
Media Law and Ethics	Project Management
Application Communication Techniques 3	Media Studies 3
Communication Science 3A: Global Communication	Communication Science 3B: Mass Communication
Corporate Communication 3A	Corporate Communication 3B
Introduction to Research	Research Practice

## **Secondary Education**

**Institution:** Matriculated – Pro Arte Alphen Park  
**Period:** 2014  
**Subjects:** English, Afrikaans, Life Orientation, Mathematical Literacy, Business Studies, Economics, History

## **Professional Experience**

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**Company:** **Sancardia Medical Suites**  
**Period:** August 2018 - September 2018  
**Position:** Receptionist  
**Skills Required:** Communications skills, Numeracy skills, interpersonal skills  
**Responsibilities:** Welcoming patients, answering telephone & direct enquiries and performing administrative support tasks (Filing and typing)

**Company:** **Apexfuture\_SA**  
**Period:** March 2017 - December 2017  
**Position:** Public Relations Practitioner  
**Skills Required:** Communications skills, Social skills  
**Responsibilities:** Creating and maintaining a favourable public image for the organisation.  
**Reason for leaving:** Better prospects

## **Skills**

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**Computer Skills:** MS Word, Excel, PowerPoint  
**Skills:** Communication, interpersonal communication, planning, writing Skills, organizing

## **References**

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**Name:** **Paulette Ngobeni**  
**Position:** Doctor  
**Company:** Sancardia Medical Suites  
**Contact:** 082 929 4411

**Name:** Sbusiso Binda  
**Position:** Director  
**Company:** Apexfuture\_SA  
**Contact:** 081 486 5257

**Name:** Kevin Prinsloo  
**Position:** AOC  
**Company:** Varsity College  
**Contact:** 012 348 2551