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| **CURRICULUM VITAE****OF****MADONSELA NOSIPHO ELLEMENCIA** |

**CONTACT DETAILS**

Postal Address : 204 De-Haven Flat

 295 Kotze Street
 Sunnyside, Pretoria

 0002

Residential Address : Yongsan-gu

 Itaewon 2

 Dong 223-2

Cell No : +821049643911

E-mail Address : e.nosipho@yahoo.com

**PERSONAL DATA**

Surname : Madonsela

Names : Nosipho Ellemencia

Date of Birth : 20 September 1987

Identity No : 870920 0421 08 7

Nationality : South African

Health : Good

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **SPEAK** | **READ** | **WRITE** |
| ENGLISH  | EXCELLENT | EXCELLENT | GOOD |
| ZULU  | GOOD | GOOD | GOOD |
| SISWATI | GOOD | GOOD | GOOD |
| AFRIKAANS | FAIR | FAIR | FAIR |

**ACADEMIC QUALIFICATION**

**SECONDARY EDUCATION**

Name of School : SOFUDA SECONDARY SCHOOL

Highest Standard Passed : GRADE 12

Year passed : 2004

Subjects Passed : English, Afrikaans, Zulu, Travel and

 Tourism, Biology, Business Economics & Geography

**TERTIARY**

Name of Institution : BOSTON BUSINESS COLLEGE

Branch : ARCADIA CAMPUS

Course Registered : TRAVEL AND TOURISM MANAGEMENT

Name of Institution : TSHWANE UNIVERSITY OF TECHNOLOGY

Course Registered : TRAVEL AND TOURISM MANAGEMNT

 : Selling skills, Life skills, Tourism Geography

 : Reservation of Frontal House

 : Overview Africa, South Africa & Europe

 : Principles of Business Management,

 Life & Selling Skills : International Fares (FIB), Domestic Fares (DFAT)

 : Travel Industry Operations 1, Effective Communication,

 Customer Service, Introduction to PC, Internet Windows

XP, Keyboarding, MS Excel, Word

 : Overview Far East, Travel Industry Operation 2,

Principles of Marketing, Billing and settlement plan

Southern Africa, Ms PowerPoint

**WORKING EXPERIENCE**

1. Employer : Vodacom Stores

 Position : Sales Person

 Duration : 2005

 Key Duties : Assisting customers who wants to open accounts,

Promoting new offers.

2. Employer : Wonderland Suwon

 Position : English teacher (kindy, Elementary and Middle School)

3. Employer : Private home English tutor

 Position : Telephonic English Tutor (kids and adults)

**INTEREST AND SIDELINES**

1. Writing poetry

2. Reading

3. Sport (golf, soccer, pool & base ball)

**ACHIEVEMENTS**

1. Award of Excellence 2004

2. Best Performer in Ladies Soccer 2002

**REFERENCES**

1. Name : Mr. Lukhele

 Position : School Principal

 Contacts : +27 13 241 1123

2. Name : Mrs L. Bedenhorst

 Position : BBC Head of Departments

 (Travel and Tourism, Hotel & Multimedia)

 Contacts : +27 12 343 1731/ 8815

 : +27 73 151 7098

**COVER LETTER**

**APPLICATION FOR THE POST**

My name is Miss N.E Madonsela and I am applying for the above post. I got the necessary qualification and experience to work as a teacher. I have worked as an English teacher at elementary school in South Korea, I have E-2 visa.

Therefore, I will like to be given the opportunity to make a very good impact and difference in young scholar’s lives.

I will be glad if my application is considered and accepted favorable.

Yours sincerely

**N.E Madonsela**

**Cell Phone number: +821049643911**