

# CURRICULUM VITAE

## PERSONAL DATA

Surname : Mchunu  
Name : Esther  
Date of birth : 7/12/1994  
Identity number : 941207 0044084  
Gender : Female  
Marital status : Single  
Nationality : South African  
Home language : Sesotho  
Language proficiency : English  
Afrikaans  
Driver's license : Code 8  
State of health : Excellent

## CONTACT DETAILS

Residential Address : Extension 27, 2392 Fleurhof, Orchid Street, Roodepoort  
2001  
Contact number : 064 085 2465

## EDUCATIONAL QUALIFICATIONS/ TERTIARY EDUCATION

Name of Institution : Central Business Academy  
Qualification Obtained : Busines Practice NQF 1 Credits 122  
Module Covered: demonstrate an understanding of a general business plan, basic accounting practices, the importance of marketing, entrepreneurial qualities and sexuality and sexually transmitted infections including HIV/AIDS; use a graphical user interface(GUI) based word processor to format documents and generic functions; describe and represent objects in terms of shape, space and measurement; interpreting mathematical patterns, functions and algebra in different contexts; identify and analyse personal values, ethics, business opportunities and their legal implications as well as practice good health and grooming habits; monitor compliance to safety, health and environmental requiements in a workplace.  
Year Completed : 2014

Name of Institution : St John  
Qualification Obtained : First Aid Level 1  
Module Covered: basic principles of first aid and safety; vital signs, shock and fainting; examination of a patient, triage (emergency scene management), choking emergencies & artificial respiration; cardio pulmonary resuscitation (CPR), wound dressings and bandages; bleeding & wounds; burn wounds and fractures.  
Year Completed : 2015

Name of Institution : Jeppe College  
Qualification Obtained : Professional Cookery(National Certificate)  
Module Covered: cleaning procedures, communication skills, food preparation and cooking principles 1; hospitality sector and services; storage and care of food and goods; basic calculations, food preparations and cooking principles 2; health, safety & security in the workplace and job placement.  
Year Completed : 2015

Name of Institution : Jeppe College of Commerce & Computer Studies  
Qualification Obtained : Diploma in Food production( Culinary Arts)  
Module Covered: safety at work, introduction to nutrition, hospitality industry and basic kitchen procedures; food safety in catering, operations, costing and menu planning; prepare and cook fish, meat vegetable and rice dishes; braising, stewing, boiling, poaching, steaming, baking, roasting, frying and grilling.  
Year Completed :2016

### **HIGH SCHOOL**

Name of School : Hope School  
Qualification obtained : Matric  
Subjects completed: English, Afrikaans, Mathematics, Life Orientation, Accounting, Business studies and Computer Application Technology(CAT).  
Year Ended : 2013

### **EMPLOYMENT HISTORY**

Company :Envifile Office Suppliers  
Position : Receptionist  
Duties: making travel arrangements, scheduling appointments and events; communicating with customer's complaint enquiries, screening phone calls, answering and forwarding phone calls; managing diaries, arranging couriers and emailing; invoicing/bookkeeping, filing, compiling documents and typing; distributing mails and stocktaking.  
Period : 2 Years ( Jan-Dec 2018/2019)

Company : Spar Supermarket  
Position : Bakery Assistant  
Duties: pricing products, serving customers pastry(different roll types and pies) or real food(cooked); stocktaking, selling raw dough, ensuring the right quantity is in order when serving customers, merchandising and pickering; ensuring only fresh quality goods and getting rid of expired goods from the shelves.  
Period : 6 Months ( Jan-Jun 2020)

Company : Lesotho Airways  
Position : Air hostess  
Duties: announcing flight delays, operating audio and video systems; preparing reports showing places of departure, answering passenger questions about flight, route and services; greeting passengers boarding and to direct them to assigned seats.  
Period : 1 Year ( Jan-Dec 2017)

Company : Johannesburg Hospital  
Position : Staff Nurse( Volunteery work)  
Duties: measure, record and interpret vital signs; ensure personal hygiene of patients, maintain constructive working relationships with nursing and other stakeholders; utilizing material and physical resources efficiently and effectively; maintaining professional growth/ ethical standards and self-development.  
Period : 6 Months (May-Oct 2016)