

CURRICULUM VITAE

PERSONAL INFORMATION

Full Name(s) : Charles Muthemo Wambulawaye
Date of Birth : 22ND January 1996
Gender : Male
Marital Status : Single
Nationality : South African
Identity number (ID) : 9601225459086
Contact details : 0789412919 or 0735700920
Contact Address : 7 Agliotti Street, Aston Manor, Kempton Park Ext 2 1619
E-mail – joseph.wams@gmail.com

EDUCATION AND QUALIFICATION

High School

High School Attended : Sizwe Senior Secondary
Highest Qualification : Matric
Year : 2010
Subjects : English (HG)
IsiZulu (HG)
Mathematics (HG)
Life Science (HG)
Physical Science (HG)
Geography (HG)

Tertiary

Institution Attended : University of Johannesburg
Qualification attained : Baccalaureus Artium, with field of study specialisation in
Geography and Anthropology
Period : 2015-2017
Subjects : Anthropology
Historical studies
English
Geography
Pedography and Biogeography
Sociology
Developmental studies
Cartography
Geographic Information System

Institution Attended : University of Johannesburg
Qualification : BAHons in Anthropology
Period : 2018- to date
Subjects : Methodology of the Human Science
Anthropology of the body
Literature study
Political anthropology
Independent fieldwork, with recycling as study focus

LANGUAGES SPOKEN

Languages	English	IsiZulu	Sotho
Speak	Excellent	Excellent	Fair
Read	Excellent	Excellent	Fair
Write	Excellent	Excellent	Fair

PREVIOUS EMPLOYMENT

Name of employer : Equal Education
Department : Community volunteer
Period : From March 2014-September 2014
Appointment : Facilitator

DUTIES

- Organise and run youth groups and meetings
- Design local school campaigns
- Mobilise community members with campaign focus
- Collect quantitative and qualitative information from surrounding communities
- Engage in educational discussion with school learners
- Facilitate group discussions
- Compilation of meeting reports and feedback

PREVIOUS EMPLOYMENT

Name of employer : Jet Kempton Park
Department : Point of service
Period : From September 2014-June 2016
Appointment : Cashier

DUTIES

- Provide a comfortable environment for consumers

- Handle individual terminal transactions
- Receive and handle payments by cash, cheques and credit cards
- Check daily cash accounts
- Guiding and solving queries of customers
- Provide training and assistance to new joined cashier
- Maintaining monthly, weekly and daily report of transactions
- House keeping

PREVIOUS EMPLOYMENT

Name of employer : Smollan
 Department : Marketing
 Period : From June 2016-December 2016
 Appointment : Promotions

DUTIES

- Promote sales and services to customers
- Develop and implement sales and service tools
- Respond to customers' needs and requirements
- Promote products with their unique features
- Record sales made by a product's campaign
- Demonstrate products to pursue customers

CURRENT EMPLOYMENT

Name of employer : China SA Immigration Consultants
 Department : Personal assistant
 Period : From March 2017-to date
 Appointment : Personal assistant

DUTIES

- Manage clients' accounts
- Record clients sales and transactions on excel spread sheets
- Travel to clients for invoice collection
- Invoice data capture
- Processing of bank statements

CURRENT EMPLOYMENT

Name of employer : University of Johannesburg
 Department : Anthropology and Developmental studies
 Period : From February 2018 to date

Appointment : Tutor

DUTIES

- Research and recommended textbooks and other learning material
- Prepare and facilitate academic support sessions for small groups of students
- Participate in training and development sessions to improve tutoring practices
- Organising tutor environment to promote productivity and learning
- Monitor student performance and assist in academic environments
- Review class material and additional material with students
- Mark tests, assignments, exams and provide feedback to students using positive reinforcement techniques
- Participate in invigilating during tests and exams

COMPUTER SKILLS AND PERSONAL ATTRIBUTES

- Computer literate with hands on MS Office: Excel, Word, Power Point, use of internet etc.
 - Excellent interpersonal and communication skills, attention to detail, enthusiastic and always prepared to learn.
-

REFERENCES

Equal Education
Adam Bradlow
Co-head (2014)
adambradlow@gmail.com

Jet Kempton Park
Rosina
Manager
0724670378

China SA Immigration Consultants
Jia Ma
Chief Executive Officer
0713706413

University of Johannesburg
Hamali Joshi
Lecturer
Centre of Academic Technologies
Email: hamalij@uj.ac.za

University of Johannesburg
Dr Andile Mayekiso
Department of Anthropology and Developmental studies
Faculty of Humanities
Email: andilem@uj.ac.za