



PHUMLA MAPHUMULO

TRAINED BARISTA | ADMINISTRATIVE
WORKER | OPEN FOR HIRE

INTRODUCTION

Hi there! I'm Phumla. I'm an energetic, ambitious young lady, who has confidence in her interpersonal and problem solving skills. I am a hard worker by nature and I deliver top quality work.

PROFESSIONAL SKILLS

Excellent customer service skills
Organisation skills
Time management
Leadership skills
Good communication skills
Ability to work in a team environment, as well as independently

CONTACT DETAILS

Number: 078 410 4444
Email: phumulo98@gmail.com
Address: Bloemfontein, SA

REFERENCES

Leon Engelbrecht
Owner at Vida e Preller Square
Contact Number: 082 920 4600

Thobile Mushwana
CEO of Dental Marathon and manager at Start up 30 Company
Contact Number: 008 990 3472

MY INTERESTS

Going for walks
Spending time with family and friends
Reading

EXPERIENCE

VIDA E CAFFE BARISTA

Vida e Preller Square, 2020-Present

- Prepared and served espresso-based drinks
- Customer service, waiting tables, food preparation
- Stock take
- Cash up and payouts
- Rotated between 3 different Vida e Caffe shop locations in BFN

NGO PRESENTER

Dental Marathon NGO, 2018-2019

- Presentation of dental health to various schools (foundation phase groups)
- Booked presentation appointments at schools
- Stock take
- Provided assistance to program director during company Africa tour with
 - research
 - planning
 - scheduling meetings

ACADEMIC BACKGROUND

UNIVERSITY OF THE FREE STATE

First and second year BSc Genetics and Physiology (2017-2018)

- 2016: Completed extended program at BFN South Campus with modules - Chemistry, Mathematics and Biological Sciences
- 2017: National Computer Certificate - Microsoft Word, Excel, PowerPoint, Outlook
- 2017-2018: Completed first and second year modules - Statistics, Biological Sciences, Physical Sciences and Calculus

KING SHAKA HIGH SCHOOL

Grade 8-12 (2011-2015); National Senior Certificate

- Obtained NSC with Bachelors' Pass in English First Additional Language, IsiZulu Home Language, Mathematics, Physical Science, Accounting, Biology and Life Orientation
- Member of RCL (Representative Council of Learners)
- Vice chair person for Rise Young Women's club
- Participated in public speaking, athletics, and modelling