CURRICULUM VITAE
OF
MATSHENI SFISO EDWIN

PERSONAL DETAILS

Surname	: Matsheni
First Names	: Sfiso Edwin
Date of Birth	: 13 April 1982
Id Number	: 820413 6055 084
Nationality	: South African
Gender	: Male
Marital Status	: Single
Health Status	: Good
Criminal Record	: None
Home Language	: IsiNdebele
Other Languages	: English, IsiZulu & Northern Sotho
Hobbies	: Running and Reading

CONTACT DETAILS

Residential Address	: 879 Iapetus Street Mashemong Section Tembisa 1632
Contact Number	: 066 043 0699
Alternative Number	: 082 571 0748

SECONDARY EDUCATION

Name of School	: Thuto Ke Maatla Secondary School
Highest Grade Passed	: Grade 12
Subjects Passed	: IsiZulu English Afrikaans Mathematics Physical Science Biology
Year Obtained	: 2000

OTHER QUALIFICATION

Name of Institution	: UNISA
Course	: Customer Management Service
Years Obtained	: 2010

Name of Institution : UNISA
Course : Peer Educator
Years Obtained : 2025

Name of Institution : UNISA
Course : B.com in Quantitative Management
Accumulated Credits : 240
Modules Obtained : Quantitative Modelling I
Introductory Financial Mathematics
Economics I
Descriptive Statistics and Probability
Statistical Inference I
Business Management I
Financial Modelling
Linear Mathematical Programming
Labour Economics
Financial Accounting Principles & Procedures
Financial Accounting & Reporting
Sustainability and Greed
Micro Economics
Macro Economics
Rational Decision Making
Mathematical Modelling I & II

PERSONAL TRAITS

- Enjoy working with people.
- Good communication skills both verbal and written.
- Work well under pressure.
- Eager to learn and good listener

WORK EXPERIENCE

Name of Company : Ekurhuleni Municipality
Position : Supervisor
Duration : 01 August 2023 to 30 June 2024
Duties

- Ensure productivity by aligning activities to organizational goals and activities.
- Manage the day to day activities of the team.
- Motivate the team to achieve organizational goals.
- Promote accountability for the individual team members.
- General supervisor and smooth running of the project.
- Collection and submission of timesheets including leave forms.
- Submission of daily attendance and monthly payments register.
- Perform data capturing and administrative activities as required.
- Following standard operation procedure in compiling sorting and storing information and data.

- Type, edit and variety of documents and reports according to set standards.
- Apply effective system of information and data methods to good record keeping and retrieve of information.
- Follow the guidelines to ensure safety of information against unauthorized damaged, modification and damage.
- Ensure completed and submitted information is according government legislation.
- Consolidation and submission of weekly and monthly team.

Name of Company : African Bank
Position : Sales Consultant
Duration : 01 November 2009-15 December 2011
Duties:

- Marketing of clients
- General administration
- Capturing of clients on the system
- Documentation and timeous capturing of relevant data
- Filing system up to date and in order.

Name of Company : NYDA
Position : Tutor
Duration : 10 January 2012-December 2012
Duties:

- General administration
- Tutoring
- Preparation training manuals
- Marking of scripts
- Give monthly end reports if required.

Name of Company : Peermont Global
Position : Administrator
Duration : 21 July 2017 to 31 March 2020
Duties:

- Coordinate/schedule all meetings for senior chefs including executive chefs and control of the executive sous chefs calendar reminder
- Typing of all office correspondence
- Develop and maintain filling system for senior chefs consisting of maintenance and job cards, FCS reports, meeting minutes
- Food cost feedback report to be send every month end
- Assist with complex orders in exe sous chef absence compiling of the final monthly chef roster including the KABA roster for all chef to be submitted to the F and B coordinator
- Ensure sufficient stationary supplies are available for chefs office

REFERENCES

Contact Person	: Monwabisi Ndabankulu
Contact Number	: 082 959 3576
Contact Person	: Solly Ndlovu
Contact Number	: 011 230 6017
Contact Person	: Mr. Dibolelo Ramokhele
Contact Number	: 081 354 2485