

CURRICULUM VITAE

PERSONAL DETAILS

NAME	Sheila Sophia
SURENAME	Manong
GENDER	Female
MARITAL STATUS	Single
NATIONALITY	South African
ID NUMBER	751216 1462 087
PHYSICAL ADDRESS	N0 105 Jabulani Miya road Gugulethu 7750
CONTACT NO	078 045 5249
EMAIL	smanong3@gmail.com
HEALTH	Good
LANGUAGES	
HOME LANGUAGE	English, Afrikaans and Isixhosa

EDUCATION QUALIFICATIONS

FURTHER QUALIFICATIONS

INSTITUTION	Hi – tech Computer College (Cape Town)
YEAR	2006
COURSE	Information Technology
INSTITUTION	Deliotte & Touche
YEAR	2011
COURSE	New Venture Creation NFS Aviation
INSTITUTION	Eskom & University of Limpopo
YEAR	2014- 2015
COURSE	Eskom Student Contractor Academy
INSTITUTION	Western Cape Government
YEAR	2016
COURSE	ICDL: International CDL Certificate
INSTITUTION	CVS Education Group
YEAR	2016
COURSE	Skills Program: Business Strategy
INSTITUTION	NCD NETWORK
YEAR	2023
COURSE	Facilitator/ Assessor / Mentoring & Coaching.

WORK EXPERIENCE

COMPANY	ASCOE GROUP (Waterfront Cape Town)
YEAR	Nov 2018 – 2020
POSITION	Customer Sales Consultant
COMPANY	NAFCOC (Western Cape)
YEAR	2014-2017
POSITION	Chamber Project Manager
COMPANY	Parliament Republic of South Africa
YEAR	2008-2012
POSITION	Editing Assistant (Legislation & Proceedings)
COMPANY	Parliament Republic of South Africa
YEAR	2006-2008
POSITION	Secretary (NCOP)/ HR Assistant
COMPANY	Relyant Group
YEAR	2000- 2005
POSITION	Accounts Manager/ Stock Manager

REFERENCES

1. Mr Roscoe Wyngaard Contact No Email	ASCO GROUP (Waterfront) 087 357 35853/ 082 384 1821 roscoew@asco.co.za
2. Mrs Funeka Ketelo- Mdashe Contact Email Mr Bathini Malobola	NAFCOC (Western Cape) 073 754 2565/ fketelo@gmail.com 073 258 7422/ 081 040 6735 bathinimalobola@yahoo.com
3. Mr Joe Paweni Contact Email	Parliament RSA (021) 403 2228/ 083 303 5434 jpaweni@parliament.go.za
4. Mrs NomaIndia Xauka Contact Email	Parliament RSA (021) 403 394/ 073 263 5385 nxauka@parliament.gov.za
6. Ms Zaida Maasdrop Contact	Relyant Group (021) 917 8500 (Closed)

Synopsis of my attributes and skills:

Strong leadership skills
Adapt well to change
Strategic thinker and implementer
Achievement and goal oriented
Able to multi- skill
Team player and never compromise my standards
Solving problems, risks taker and creative
Relentlessness, ambitious and energetic