



## **Curriculum Vitae – Dimpo Sinesipo Sipuka**

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### **PROFILE**

I am a 26-year-old well committed female who is eager to learn and is prepared to achieve the desired goals of the Job description. I am a hard worker, self-disciplined, self-motivated, goal-oriented individual who is always looking for a challenge to enhance my skills and knowledge. Friends and acquaintances all testify that I relate to people easily and that I can adapt quickly to new environment and situations. I have good communication skills, ability to work in a team. I am able to work different kinds of shifts and under pressure. I can speak isiXhosa and English fluently.

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### **EDUCATIONAL BACKGROUND**

**Year: 2011-2014**

Qualification: National Diploma Analytical Chemistry

Institution: Walter Sisulu University

**Year: 2009**

Qualification: Matric

Institution: Nomaheya Senior Secondary School

Subjects: Maths, Physics, Life Sciences, English, Xhosa, Geography and Life Orientation

### **Objectives**

- I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.
- I want a highly rewarding career where I can use my skills and knowledge
- I want to excel in this field with hard work and perseverance and dedication

### **WORK EXPERIENCE**

#### **July 2015 to July 2018: Junior Analyst and Data Capturer at Alchemy Hub (Pty) Ltd**

- Capturing of data and analysis
- Translation and transcription of qualitative data ~AtlasTi
- SPSS Analysis: Descriptive statistics
- Report writing

- Project Administration
- Perform administrative tasks
- Logistics Management
- Client liaison and management
- Field work: Data collection Research and literature review

**04 May 2015 to July 2015: Researcher and Development Scientist in-training at Alchemy Hub (Pty) Ltd**

- Conduct science research in cosmetics and water
- Small scale manufacturing of cosmetics products Testing and quality assurance of the manufacture products
- Maintain the SHE aspects of the laboratory and small-scale manufacturing area.
- Optimise packaging of the products
- Supports the identification, consolidation, prioritisation and delivery initiatives and works with external stakeholders and internal operations resources as required
- Capturing and developing best practises in the research of interest

**2014 August to February 2015: Lab trainee at Walter Sisulu University-NMD: Natural Science Research Lab**

- Carry out organic synthesis experiments
- Assess the progress of the reaction by thin-layer chromatography
- Purify a compound mixture by distillation, crystallization and column chromatography
- Confirm the identity of a sample compound by NMR Spectroscopy

**SKILLS AND COMPETENCIES**

- Time management
- Planning and organisational skill
- Adhering to principles and values
- Customer service skills
- Enthusiastic
- Good communication skills
- Hard working
- Proactive
- Attentive to detail
- administrative and reporting skills
- Computing Skills (Microsoft word, Excel, PowerPoint)
- Flexible, trustworthy and honest
- Decision Making
- Team player

**Hobbies and Interests**

- Reading

- Singing
- Traveling
- Socializing with peers

### **REFERENCE**

Name: Dr Wayiza Masamba  
Designation: Lecturer and Supervisor at WSU  
Contact number: 082 461 9841  
Email: wmasamba@wsu.ac.za

Name: Dr Matolwandile M Mtotywa  
Designation: Managing Director at Alchemy Hub (Pty) Ltd  
Contact Numbe: 073 373 1453/ 012 771 3715  
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Name: Siyabonga Mthethwa  
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