

Simamkele Elijah

Graduate

CONTACT

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5378/234 Wedela Carletonville
4299

SKILLS

Communication

Time Management

Teamwork

Problem Solving

Adaptability

Willingness to learn

Computer Literacy

Administrative Skills

LANGUAGES

English

Xhosa

Zulu

Sotho

REFERENCE

N Makhangela

Supervisor

St Albans Primary School

0731235523

N Maxakato

Mentor

Department Of Sport Recreation
Arts And Culture

0832954245

PROFILE

A motivated, responsible and hardworking individual with a Diploma in Public Management and practical experience in education assistance, administration and Supply Chain Management. I am seeking an opportunity where I can utilise my communication, computer literacy, organisational and administrative skills while contributing positively to the organisation. I am eager to learn, work well with others and committed to completing tasks accurately and efficiently.

WORK EXPERIENCE

St Albans Primary School

03/06/2025 - 28/11/2025

Education Assistant

Assist teachers with classroom preparation. Assist with conducting lessons and supporting learners. Mark learners' work and record marks. Assist teachers with general classroom activities. Perform administrative duties such as filing and printing. Provide general support to teaching staff. Maintain a professional and organised working environment.

**Department Of Sport,
Recreation, Arts And Culture**

21/02/2023 - 28/11/2023

Supply Chain Management Trainee

Duties and Responsibilities: Assisted with administrative duties within the Supply Chain Management environment. Gained practical exposure to Demand and Acquisition Management processes. Assisted with the preparation and handling of administrative documentation. Performed filing and record-keeping duties. Worked with staff members to support the day-to-day operations of the unit. Developed practical knowledge of public-sector administration and supply chain procedures.

EDUCATION

Public Management

2021 - 2024

Walter Sisulu University

Diploma in Public Management Institution: Walter Sisulu University Key Learnings: Principles of governance, policy analysis, public service ethics, organizational management. Relevance: Equips individuals with the skills to effectively manage public sector operations and contribute to efficient governance.

**National Senior
Certificate/Matric**

2014 - 2019

Mtengwane Senior Secondary School

Matriculated and obtained a diploma pass. Diploma in commercial studies. Provides a strong foundation in business operations and cross-cultural communication, essential for international commerce.