

RESUME

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Kwadedangendlale Secondary School

Career Overview

Education Assistant

June 2025-November
2025

Ebuhleni Primary School - Soweto

- -Classroom management
- -Helping with physical education classes
- - Marking register
- -Helping learners with classworks

Loan Consultant

August 2023-June 2025

Easy Personal Cashloan - Roodepoort

- -Meet with clients in person , in phone or by WhatsApp to discuss loan need and financial situation
- -Assist clients fill forms and gather supporting documents for loan applications
- -Meet monthly sales /approval targets and maintain accurate clients records

Stock Taking(Counter/ Scanner)

2021Feb-2023July

GHEKKO - Boysens

- -Counting and Scanning stock
- - Packing and cleaning Shelves
- - organising the warehouse
- -Ensuring items are accurately packed ,binned and stored for easy counting.

Administrator

Jan 2020- Nov 2020

Sivuleleni Primary School - Soweto

- -Answer calls , take messages and respond to basic emails
- -Type letters , print documents, prepare meeting packs
- -File documents , scan / upload paperwork and capture data.

Skills

- Good analytical and planning skills.
- Good Accuracy and attention to details.
- Excellent problem analysis.
- Excellent judgement according to the situation.

References

Loan Consultant
Sithembiso madlongolwane
072 461 0458

Ebuhleni Primary School
Nelisiwe Khoza
082 552 4937

Sivuleleni Primary School
Sophie shuping
082 555 9885

Ghekko
Zinzi Makhubo
062 4840 992

References