

MISELIWE CEBEKHULU

@ miseliwemissy@gmail.com
063 701 3388

50285 uMngeni Area Next to
Sakhisizwe High School, Pomeroy,
3020

OBJECTIVE

Dedicated and detail-oriented graduate with a National Diploma in Cost and Management Accounting and hands-on experience as an Educator Assistant. Proven ability to support learning activities, maintain accurate records, and work effectively in team-based environments. Strong communication, organisational, and administrative skills with a commitment to continuous learning and professional growth.

PERSONAL DETAILS

- Date of Birth : 04 December 2000
- Nationality : South African
- Gender : Female
- Languages : English, IsiZulu, IsiXhosa

EDUCATION

2022	Durban University of Technology National Diploma in Cost and Management Accounting NQF Level 6
2018	Sakhisizwe Secondary School National Senior Certificate Grade 12

EXPERIENCE

03/2023 - 09/2023	Department of Education Educator Assistant Duties: ◦ Assisted learners with reading, writing, mathematics, and class activities ◦ Supported teachers with lesson planning, preparation, and classroom setup ◦ Provided one-on-one and small group academic support to learners ◦ Assisted learners with behavioural and emotional challenges ◦ Supported learners with special educational needs through adapted materials ◦ Helped with marking, grading, and maintaining attendance and learner records ◦ Maintained a positive and well-managed classroom environment ◦ Supervised learners during exams, sports activities, and school excursions ◦ Participated in training and professional development programmes
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SKILLS

- Excellent communication skills (Verbal and Written)
- Ability to work under the pressure in a team
- Strong interpersonal skills
- Problem solving skills
- Time management skills
- Attention to detail
- Flexibility

COMPUTER & ACCOUNTING SKILLS

- Microsoft Word, Excel, PowerPoint
- Microsoft Outlook & Microsoft Teams Internet & Email
- International Financial Reporting Standards (IFRS)
- Accounting Standards & GAAP

REFERENCE

- **Mr AS Adeyanju - Durban University of Technology**
Accounting Lecturer
060 392 2293
- **Ms Landelizwe Buthelezi - Department of Education KZN**
Mentor
071 155 1715 / 060 392 2293