

THANDO MSELEKU

PROFESSIONAL INFORMATION TECHNOLOGY



FACILITATION ON END USER COMPUTING

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OBJECTIVE

To enhance professional skills, capabilities and knowledge in an organization which recognizes the values of hard work and trust me with responsibilities and challenges head on

EDUCATION —

2020 Pine Ridge Combined
School(Matric)

2021 Believers Care
Society (Office
Administration Course)

2024 Mpumalanga
Regional Training Trust
(Boiler Making NQLF 2)

Fabrication and Arch
Welding

EXPERIENCE

•Belivers Care Society
Computer Skills Facilitator
October 2022-October
2023

Facilitating computer skills to the youth of 18-35 years, and internships in, answering and directing telephone calls, reporting, filing POEs.

•Ram Couriers
Assistant Driver
October 2025-
December 2025

Vehicle Inspection

Sorting parcels, double checking client information in invoice if is correct before delivering order, scanning invoice back to the office after client received the order.

KEY SKILLS —

Administration skills,
Communication skills,
Presentation skills, reporting,
supervisory skills, front desk
management skills

COMMUNICATION

Good communication skills can address a large group of people or facilitate. Facilitated a class with 44 learners for 3 hours. Reliable on communicating anything in an organization, be it verbal or written.

LEADERSHIP

Youth Leadership Coordinator for the organization called Believers Care Society, giving leadership skills on moral instructions, youth activities such as sports (aerobics), reading (variety of books) and team building skills.

REFERENCES

Sthembiso Mokoena Centre Manager at Believers Care Society
(065 965 6872)
Mr. Khoza – Boiler Making Facilitator (078 943 7939)
Cindy – Ram Couriers Manager (065 965 6872)

