

Portia Mbatsane

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Tshwane University of Technology** 01/01/2018 - 30/12/2018
 - Student assistant
 - Conduct tutorial classes
 - Mark class test scripts
 - Assist lectures class
 - Assist with invigilating during test times
- Tshwane University of Technology** 01/01/2017 - 30/12/2017
 - Electronic Resource Center Assistant
 - Assist with ERC clients directional queries
 - Assist with orienting and online payment
 - Assist student with basic computer literacy

Education

- Tshwane University of Technology** 2017
 - Economic management analysis
- Madzuma high school** 2014
 - Commerce

Skills

- Microsoft office
- Adaptability
- decision making
- Customer focus
- Communication
- Business acumen
- Quantitative skills
- Business writing skills
- Industry trends

Reference

- Mr Malebye - Tshwane University of Technology**
 - Senior lecture
 - 0728507833
- Mr Selemela - Tshwane University of Technology**
 - Head of Electronic Resource Center
 - 0815216603