

# Portia Jessica Khoarai

## Data Entry Assistant

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Midrand, South Africa

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[Jessica \(Portia\) Khoarai | LinkedIn](#)

### EDUCATION

**BSc Computer Science**, EDUVOS  
2022-2024

Top 15% achievers

**Virtual Assistant**, ALX  
October 2024

**Science Stream**, Ponelopele Oracle  
Secondary School  
Graduation: 2021

### SKILLS

- Google Workspace & Microsoft Office
- Website development (HTML, CSS, JavaScript, PHP)
- MySQL database management
- Inventory management systems
- Time management
- Communication skills

### AWARDS

**Top Learner – 2021**  
Matric Class of 2021, Ponelopele Oracle Secondary

Achieved 2nd top learner ranking, demonstrating a strong work ethic, leadership, and dedication.

### LANGUAGES

- Sepedi
- Sesotho
- English
- Isizulu

### SUMMARY

- Efficient and adaptable Virtual Assistant with a strong foundation in computer science, currently a full-time student at EDUVOS.
- Store manager and website developer for SoundFusion Media with over two years of hands-on experience in managing inventory, assisting in operations, and leading the creation of an e-commerce website.
- Skilled in communication, time management, and problem-solving, with experience working in a fast-paced, dynamic environment.

### WORK HISTORY

#### Store Manager & Website Developer

2021 - PRESENT

SoundFusion Media, Edenvale

- Manage day-to-day store operations, including inventory management, product scanning, and stock tracking.
- Assist customers and staff with administrative tasks, ensuring smooth workflows during peak periods.
- Lead the development of a new e-commerce website integrated with an inventory management system.
- Successfully implemented barcode scanning solutions, improving inventory accuracy by 20%.

#### Physical Sciences Tutor

Feb 2025 - Present

Trendsetter Youth Foundation tutor, Ebony Park

- Offered ongoing academic support and mentorship, encouraging critical thinking and problem-solving skills.
- Simplified complex scientific concepts and theories to enhance students' understanding and foster a deeper interest in physical sciences.
- Administered quizzes, tests, and assignments; provided constructive feedback to track student progress and identify areas for improvement.