SAMANTHA TUSO MASARA

Bachelor of Commerce - Informatics

Eager to learn and grow

Mobile: +27 76 328 2210 | Email: samymasara@gmail.com

Residential Area: Pretoria, South Africa

LinkedIn Profile: https://www.linkedin.com/in/samantha-masara-296240217

PROFESSIONAL PROFILE

Detail-oriented and analytical Bachelor of Commerce (Informatics) graduate with a solid foundation in business analysis, data-driven decision-making, and process optimization. Proficient in SQL, ASP.NET (C#), and Angular, with experience in stakeholder engagement. Capable of working with cross-functional teams to support the design and improvement of business intelligence solutions aimed at enhancing operational efficiency. Eager to apply technical expertise and expand knowledge by contributing to meaningful projects and learning in dynamic environments.

KEY COMPETENCIES AND SKILLS

SOFT SKILLS

- Communication - Articulate and able to convey complex ideas effectively to both technical and non-technical audiences.
- Conflict management - Skilled in navigating conflicts, fostering constructive resolutions and maintaining team harmony.
- Decision maker - Confident in making informed, timely decisions in high-pressure environments.
- Problem solving - Resourceful and innovative, tackling challenges with practical solutions and creative thinking.
- High levels of adaptability - Able to quickly adjust to new roles, work cultures, and rapidly changing priorities.
- Teamwork - Strong collaborator, experienced in working with diverse teams, fostering mutual respect, and achieving common goals.

TECHNICAL SKILLS

Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, with some experience in the following programming languages and frameworks HTML, CSS, Angular, ASP.NET C#, MSSQL and Figma (design software).

WORK EXPERIENCE

Senior Mentor | University of Pretoria Joint Community-based Project
(February 2025 - present)

Overview: Leading a team of junior mentors while providing guidance and fostering a structured support system for engineering and IT students.

Key Responsibilities
- Provided mentorship and oversight to 3 junior mentors to ensure and student teams to align on objectives
- Assisted in facilitating the JCP Week as part of the JCP team and JCP mentors, introducing EBIT and EMS students to the module.
- Delivered feedback and performance reviews to ensure project goals were achieved

Key takeaway: Gained experience in guiding large student groups while enhancing mentorship and project facilitation skills.

Mentee (Voluntary) | University of Pretoria Mentorship Programme
(May 2024 – September 2024)

Overview: Participated in a structured mentorship program designed to develop technical and analytical thinking skills under the supervision of an industry professional.

Key Responsibilities

o Engaged in monthly mentorship sessions where I took meeting minutes and discussed career development and opportunities in the tech industry.
o Worked closely with Ms Kelebongile Shopane who shared her knowledge the tech industry to help me pave my career, including CV tips and how to find a job.

Key takeaway: Improved analytical thinking and the ability to apply technical skills in real-world business contexts.

Junior Mentor | University of Pretoria Joint Community-based Project
(February 2024 – October 2024)

Overview: Mentored a large group of second-year students, providing academic and professional guidance while fostering teamwork and problem-solving capabilities.

Key Responsibilities

- Provided direct mentorship to 30+ second-year EBIT students on project management and technical solutions.
- Assisted in facilitating the JCP Week as part of the JCP team and JCP mentors, introducing EBIT and EMS students to the module.
- Delivered feedback and performance reviews to ensure project goals were achieved

Key takeaway: Gained experience in guiding large student groups while enhancing mentorship and project facilitation skills.

Mentor – Voluntary | University of Pretoria Stars Mentorship Program Economic Management Sciences Faculty (February 2023 – October 2023)

Overview: Provided academic and professional support to first-year students to enhance their learning experience and adaptation to university life.

Key Responsibilities

- Mentored 3 first-year students by offering academic guidance
- Conducted regular check-ins to monitor student progress and provide tailored support.

Key takeaway: Enhanced interpersonal communication and mentoring skills through personalized support.

Chartered Accountant Learnership | Sahel Chartered Accountants (February 2021 - December 2021)

Overview: Participated in an intensive learnership program where I automated tasks and collaborated with senior accountants to improve reporting processes.

Key Responsibilities

- Studied and completed coursework to obtain the ACCA Diploma in Accounting and Business in less than 12 months.
- Assisted with financial accounts data entry, improving accuracy and reducing processing time.
- Automated repetitive bookkeeping tasks using advanced Excel functions, reducing manual workload.

Key takeaway: Balanced studying for a professional diploma while gaining hands-on experience in financial data management and automation.

EDUCATION | QUALIFICATION

2025 - 2025: **Honors Bachelor of Commerce – Informatics (Information Systems)** | University of Pretoria
- Coursework includes Human Computer Interaction, Applied Data Science, Data Warehousing and Research Project on a topic under Human Agency and Digital Trust.

2022 - 2024: **Bachelor of Commerce – Informatics (Information Systems)** | University of Pretoria
- Final year project: Developed a web application using Angular and ASP.NET C# frameworks while managing and storing data in SQL to manage bookkeeping tasks for Telecom Options South Africa.

2021 - 2021: **Association of Chartered Certified Accountants (ACCA) Diploma in Accounting and Business** | Sahel Chartered Certified Accountants
(I took a diploma in Accounting and Business during my gap year in 2021, while applying for a university vacancy)

REFERENCES

Ms. Bonolo Mokoka
Lecturer – Joint Community-based Project (JCP) Module
University of Pretoria Department of EBIT Dean's Office
Private Bag X20, Hatfield, Pretoria, 0028, South Africa
bonolo.mokoka@up.ac.za
+27 12 420 3879
Relationship: JCP Admin

Ms. Kelebongile Shopane
Project Manager
SYSPRO
9 Simba Rd, Sunninghill, Sandton, 2157, South Africa
keleshopane@gmail.com
+27 83 241 6717
Relationship: Mentor – UP Mentorship Programme

Ms. Lucricia Chiinze
HR Administrator
Oudtshoorn Van
Farming
Remainder of Mhonderwa Farm, Seke, Beatrice, Zimbabwe
munashechiinze@gmail.com
+263 78 225 8069
Relationship: Supervisor