

Sanelise Matanzima

• New Brighton

Port Elizabeth

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Education

**Teach English as a
Foreign Language
Course (120 Hours)**

January 2024

TEFL Professional Institute- Teacher Record

BA Degree

February 2020- April
2023

Nelson Mandela University - Gqeberha

**National Senior
Certificate**

January 2017-
December 2019

Sophakama High School - Gqeberha

Experience

**IT Support
Learnership**

April 2025- Continues

Capacity - Gqeberha

**Takealot Personal
Shopper**

15 April 2025-
Continues

Takealot - Remote Position

Provide tailored online shopping services for clients on the Takealot platform, handling everything from product selection to delivery. Manage multiple orders, assist with payments and returns, and ensure excellent customer service throughout.

Yeboneer(Volunteer)

March 2023- November
2023

Masinyusane Developmental Organization - Gqeberha

Assist Grade 4 learners who are struggling with Numeracy and literacy. Responsibilities include observing literacy lessons, do paired reading, plan and implement after school sessions.& reading stories to children

Skills

Hard Skills

- Technical and AI skills
- Project and collaboration

- Literacy tutoring & Numeracy tutoring
- Afternoon program design and implementation
- E-commerce
- Customer Service

Soft Skills

Good planning skills.

Presentation skills

Good Accuracy and attention to details.

Excellent judgement according to the situation.

Effective communicator

Time management

Problem solving

References: Available On Request
