

# THULISILE TWESHA

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## PERSONAL DETAILS

**Gender:**

Female

**Nationality:**

South African

**Relocation Readiness:**

Willing to relocate

**CONTACT DETAILS:****Location:**

25907 Mqhamkana Streert  
Wallacedene  
Kraaifontein  
7570

**Phone:**

071 945 0515

**Email:**

[tweshathulisile@gmail.com](mailto:tweshathulisile@gmail.com)

**LANGUAGES OF****PROFICIENCY**

English

**SKILLS**

- Self-driven.
- React Js
- HTML
- CSS
- Python
- Critical Thinking.
- Ability to work under pressure
- Safety Cautious.
- Leadership and Mentoring.
- Good Interpersonal skills.
- Ability to keep detailed records.
- Problem Solving skills.
- Good report writing skills.
- Professional time.
- Teamwork.
- Creative spirit.
- Reliable and professional.
- Organized.
- Time management
- Team player.
- Fast learner.

## PROFESSIONAL PROFILE

I am an individual who believes in working hard to achieve my goals. I am ambitious, self-motivated and I always pride myself in being dedicated and my ability of working well under pressure and still producing work in the most accurate manner. Moreover, I work well in a team, with impeccable time management skills, ensuring to always meet deadlines.

I am currently looking for opportunities, which will provide career advancement, with the chance to use and contribute my skills and theoretical knowledge in a practical space. Most importantly, I am looking for an environment where I will be afforded the chance to learn and grow professionally and as an individual.

## EDUCATION

**Course:** Bcom (IS) Honours Part-time

**Institution:** University of the Western Cape

**Year obtained:** Current

**Course:** Bachelor of Administration (Public Administration, Information Systems)

**Institution:** University of the Western Cape

**Year obtained:** 2021

**Course:** National senior certificate

**Institution:** Masibambane Secondary School

**Year obtained:** 2018

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## WORK EXPERIENCE

(23 February 2023- Current)

**PLACE:** Software Development intern

**PROJECT:** Mzamomtsha Website

**TECH:** JavaScript, HTML, CSS

Mzamomtsha is a school website that was created for a school to boost their online presence and increase channels for their accessibility that will be user friendly for students and the community at large.

**Members:**

Tukello Mathole( Lead Dev), Samkelisiwe Kaula( Front-end Dev), Monushia Zimri( Front-end Dev), Karabo Masha( Front-end Dev), Thulisile Twesha (Front- end Dev responsible for the Home page and FAQ page)

**Manager:** Bianca Crozier

**Duration:** February- July 2023

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(01 November 2021 – 30 September 2022)

**PLACE:** Wallacedene Secondary School

**POSITION:** Educator assistant/Administrative assistant

**RESPONSIBILITIES:**

- Great facilitator.
- Problem Solver.
- Computer literate
- Success and result driven.
- Able to hand cash registers.
- Advanced Microsoft word, excel.
- Time Management and due diligence.
- Good Communication Skills (Written and Spoken).
- Good report Writing and archive System and Compiling of Presentations.
- Accountability.
- Responsibilities and Interpretation of Policies.
- Legislation.
- Leadership Skills.
- Interpersonal Relations (stakeholders and Colleagues).
- Delegation of Responsibilities.
- Decision Making and Problem Solving.
- Flexibility and Adaptability.
- Ability to Organize and Prioritize Work.

- Capturing marks using Master-C.
- Filing.
- Prepare requisitions.
- Receiving visitors at the front desk.
- Typing document using MS Office.
- Capturing attendance register on PMPS.
- Send, receive emails and distribute to relevant parties.
- Assist at the principal's office with admin related duties.
- Responsible for Nutrition volunteers e.g attendance register and proof of payment and email it to the department on monthly basis.

## REFERENCE

### **Thandi Ndaba-Sher**

Candidate Workplace Manager

[Thandi@capaciti.org.za](mailto:Thandi@capaciti.org.za)

Tel: 021 003 7506

Cellphone: 084 806 3374

### **Ntombi Masangweni - "Wallacedene Secondary School"**

Finance clerk

[ntombi747@gmail.com](mailto:ntombi747@gmail.com)

073 512 9365

### **Philippa Bridger - "Ernst and Young"**

EY NextGen Co-ordinator

[philippa.bridger@za.ey.com](mailto:philippa.bridger@za.ey.com)

082 443 0099

### **Rajan Naidoo - "Masibambane Secondary School"**

Former principal

[rrnaidoo1@gmail.com](mailto:rrnaidoo1@gmail.com)

084 727 9987

### **Mrs P.N Mcako - "Wallacedene Secondary School"**

Principal

083 691 2953

**Further Information, detail or document will be provided with pleasure on request.**

### **Declaration**

**I hereby give my consent to keep my CV and contact me for any future opportunities in your organization.**