

THULISILE TWESHA

tweshathulisile@gmail.com 071 945 0515

PERSONAL DETAILS

Gender:

Female

Nationality:

South African

Relocation Readiness:

Willing to relocate

CONTACT DETAILS:

Location:

25907 Mqhamkana street

Wallacedene

Kraaifontein

7570

Phone:

071 945 0515

Driver's license:

Learners license

Email:

tweshathulisile@gmail.com

LANGUAGES OF

PROFICIENCY

English

SKILLS

- Self-driven.
- 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.
- Great facilitator.
- Problem Solver.
- Computer literate

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: BAdmin Honours in Public Administration

Institution: University of South Africa

Year obtained: March 2022-Current

Modules

RESEARCH METHODOLOGY

RESEARCH REPORT: PUBLIC ADMINISTRATION

PUBLIC HUMAN RESOURCE MANAGEMENT

PUBLIC FINANCIAL MANAGEMENT

GOVERNMENTAL PLANNING AND POLICY ANALYSIS IN THE PUBLIC SECTOR

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

Institution: University of the Western Cape

Year obtained: 2021

Modules completed

2019 Level 1

ACADEMIC LITERACY FOR COM (ALC) 131

FINANCIAL ACCOUNTING 143

SA POLITICS & GOVERNMENT 132

INFORMATION SYSTEMS 132

MANAGEMENT 132

POLITICAL STUDIES 131

PUBLIC ADMINISTRATION 131

QUANTITATIVE LITERACY FOR COMMERCE

2020 Level 2

INFORMATION SYSTEMS 231

INFORMATION SYSTEMS 233

POLITICAL STUDIES 231

POLITICAL STUDIES 235

- 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.

PUBLIC ADMINISTRATION 231

PUBLIC ADMINISTRATION 232

2021 Level 3

INFORMATION SYSTEMS 361

INFORMATION SYSTEMS 362

PUBLIC ADMINISTRATION 331

PUBLIC ADMINISTRATION 332

Course: National senior certificate

Institution: Masibambane Secondary School

Year obtained: 2018

Subjects completed

ACCOUNTING

ISIXHOSA

ENGLISH

PHYSICAL SCIENCES

LIFE SCIENCES

MATHEMATICS

LIFE ORIENTATION

WORK EXPERIENCE

(01 November 2021 – 30

September 2022)

PLACE: Wallacedene Secondary School

POSITION: Educator assistant/Administrative assistant

RESPONSIBILITIES:

- 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

Ntombi Masangweni - "Wallacedene Secondary School"

Finance clerk

ntombi747@gmail.com

073 512 9365

Joshua Oghenetega - "University of the Western Cape"

Lecturer

Jooghenetega@uwc.ac.za

021 959 3828

Rajan Naidoo - "Masibambane Secondary School"

Former principal

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.