

**ADDRESS:** 8674 Ruvuma Street Ext 6  
Palmridge 1458 Katlehong  
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063 422 2414  
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**GITHUT LINK:**  
<https://github.com/gildamoiane106-rgb>

## ***GILDA MEVASSE MOIANE CV***

**OBJECTIVE** I seek challenging opportunities where I can fully use my skills for the success of the organization and work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

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**SKILLS**

- Computer literacy skills
- Good communication skills
- Good time management
- Good at taking instruction
- Good at working as a team
- Ability to handle multiple task
- Can work under supervision

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**WORK HISTORY** **DEPARTMENT OF EDUCATION (PHEASANT FOLLY PRIMARY SCHOOL)**

Educational Teaching Assistant

November 2021-September 2022

**DUTIES**

- Facilitating group activities for students
- Doing administration tasks
- Preparing classrooms for lessons
- Student supervision
- Helping students who require additional support
- Helping teachers manage students behavior

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**WILLOMOORE HIGH SCHOOL**

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IT System Support Assistant (practical training)  
July 2025-September 2025

**RESPONSIBILITIES AND ROLES**

- Assist with software updates, antivirus checks, and data backups
- Documented IT support activities
- Assist in installation, configuration and troubleshooting of computer hardware
- Supported ICT staff in preparing and maintaining computers

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**EDUCATION**

**EKURHULENI WEST TVET COLLEGE (ALBERTON CAMPUS)**

Office Administration NCV Level 4(Equivalent to Matric)

JANUARY 2017 –DECEMBER 2019

**EKURHULENI WEST TVET COLLEGE (KATHORUS CAMPUS)**

Human Resource Management N4-N6

July 2023-December 2024

**THUTHUKANI MA-AFRICA DEVELOPMENT CENTER**

End User Computing and IT Terminology

March 2016-June 2016

**TRAINING FORCE**

IT System Support (practical training)

July 2025-September 2025

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**REFERENCES**

**MR. I.S BAGGA (SUPERVISOR)**

Willowmoore High School

Email: [Bagga@willowmoore.co.za](mailto:Bagga@willowmoore.co.za)

063 061 8074

**S.S NGCOBO (SUPERVISOR)**

Pheasant Folly Primary School

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076 833 4774