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Palmridge 1458 Katlehong

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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.

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

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

WILLOWMOORE HIGH SCHOOL

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 maintain computers

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

REFERENCES

MR. I.S BAGGA (SUPERVISOR)

Willowmoore High School

Email: Bagga@willowmoore.co.za

063 061 8074

S.S NGCOBO (SUPERVISOR)

Pheasant Folly Primary School

076 833 4774