



Maanda Tania Mukona

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Mukona Maanda Tania, a graduate holding a Bachelor of Administration (Public Administration) from the University of Venda . I am a hardworking , detail oriented, driven young lady .

As an experienced administrative graduate with 8 months working at Tshikuwi Primary School under the Department of Education. I am excited at the opportunity to bring my organizational and interpersonal skills to serve your organisation. My experience in administration makes me an excellent

candidate for the position. In my last role with Tshikuwi Primary School .I served as an e-cadre (Educator's Assistant in ICT) .

To support the school's goals, I handled incoming communication, typing documents such as question papers, letters, memorandums, emails, and prepared weekly reports, Assisting learners and educators with troubleshooting ICT equipment, capturing marks and other data on SA-SAMS, carrying out administrative duties, sorting and filing documents for the educators, assisting in compilation of the reports for the Head of Department and performing secretarial duties for all school meetings such as writing minutes for meetings . Along with my administrative abilities, I possess strong communication and interpersonal skills that allow me to collaborate effectively with a wide range of colleagues. I am patient, empathetic and dedicated to helping clients and colleagues find the best solution to any administrative problem they face. My strong technical skills allow me to learn new software platforms quickly.

Also, I'm fluent in English, Tshivenda , Sepedi , Isizulu and a little bit of Xhosa which can help me communicate with a variety of people.

I believe I can use my skills to help your organisation to continue its tradition of excellent service satisfaction.

Thank you.

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Postmasburg
Northern Cape

Pretoria / Tshwane
Gauteng

Cape Town
Western Cape

Contacts and general information about me

Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.02 iki 2023.09
Company name	Department of Education
You were working at:	Government jobs
Occupation	Educator's Assistant
What you did at this job position?	1. Typing documents such as question papers, letters, memorandums, emails, and prepared weekly reports 2. Assisting learners and educators with troubleshooting ICT equipment. 3. Capturing marks and other data on SA-SAMS. 4. Carrying out administrative duties. 5. Sorting and Filling documents for the educators. 6. Assist in compilation of the reports for the Head of Department. 7. Secretarial duties for all school meetings such as writing minutes for meetings

Education

Educational period	nuo 2014.01 iki 2018.12
Degree	Grade 12 / Matric
Educational institution	Capricorn High School
Educational qualification	National Senior Certificate
I could work	General work
Educational period	nuo 2019.02 iki 2022.01
Degree	Degree
Educational institution	University of Venda
Educational qualification	Bachelor of Administration (Public Administration)
I could work	Administrator , Administration clerk, Assistant, Secretary, Receptionist, Personal Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Sepedi	fluent	fluent	fluent
Tshivenda	fluent	fluent	fluent
isiZulu	fluent	fluent	good
isiXhosa	good	good	do not know

Computer knowledge

Microsoft office (Word, Excel, PowerPoint and Outlook).

Conferences, seminars

N/A

Additional information

Your hobbies	Reading , Building puzzles,public speaking.
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	N/A R per month