



# Andile Masingi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a diligent individual with a robust academic background. I have received certificates in Receptionist, Health and Safety, Data Entry Clerk, Office Administration, and Digital Literacy from educourse. Furthermore, I have acquired a Bachelor of Arts and a PGCE from the University of Limpopo. My skill set includes effective communication, collaboration, performing under pressure, proficiency in computer operations, adept leadership, and efficient time management.

### Preferred occupation

**Administrators**

Administrative jobs

**Personal assistant**

Administrative jobs

**Data capturers**

Administrative jobs

**Marketing assistant**

Ads, marketing jobs

**Part time jobs**

Part time, weekend jobs

**Teachers**

Teaching jobs

**Filing clerk**

Administrative jobs

### Preferred work location

**Tzaneen**

Limpopo

**Nkowankowa**

Limpopo

**Mankweng**

Limpopo

**Giyani**

Limpopo

## Contacts and general information about me

Gender

Male

Residential location

Tzaneen

Limpopo

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2024.02 iki 2024.05**  
Company name The Rock Primary School  
You were working at: Teacher  
Occupation teacher  
What you did at this job position? i was teaching primary school learners English

Working period **nuo 2023.04 iki 2023.09**  
Company name Hivuyeriwile Secondary School  
You were working at: Teacher  
Occupation Teacher  
What you did at this job position? i was teaching High school learners English

## Education

Educational period **nuo 2020.01 iki 2022.12**  
Degree Degree  
Educational institution University of Limpopo  
Educational qualification Bachelor of Arts  
I could work as a marketing director, language specialist, sales, receptionist, admin, personal assistance

Educational period **nuo 2024.06 iki 2024.06**  
Degree Certificate  
Educational institution Educourse learning  
Educational qualification Introduction to Receptionist  
I could work as receptionist, clerk and data capture

Educational period **nuo 2024.05 iki 2024.06**  
Degree Certificate  
Educational institution Educourse learning  
Educational qualification Data EntryClerk

Educational period **nuo 2024.03 iki 2024.04**  
Degree Certificate  
Educational institution Educourse learning  
Educational qualification Office Administration  
I could work clerk, data entry, Personal assistant, administrator

|                           |                                     |
|---------------------------|-------------------------------------|
| Educational period        | <b>nuo 2024.06 iki 2024.07</b>      |
| Degree                    | Certificate                         |
| Educational institution   | Educourse learning                  |
| Educational qualification | Digital Marketing                   |
| I could work              | marketing advisor, sales assistance |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| Xitsonga | fluent         | fluent              | fluent        |
| Sepedi   | very good      | very good           | good          |

### Computer knowledge

i have computer literacy certificate from University of Limpopo

### Recommendations

|                  |                         |
|------------------|-------------------------|
| Contact person   | Andile Gift Masingi     |
| Telephone number | 0839658055              |
| Email address    | andilemasingi@gmail.com |

### Additional information

|                 |   |
|-----------------|---|
| Your hobbies    | reading books, playing games, watching podcasts |
| Driver licenses | None  |
| Salary you wish | 5000 R per month                                |