

BUTHELEZI AYANDA

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4Sugra Street Highrigde Stanger 4450

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills while making a significant contribution to the success of the company.

Personal Details

- Date of Birth : 1986/03/01
- Marital Status : Single
- Nationality : South African
- Gender : Female
- Health Condition : Good
- Criminal Record : None
- Availability : Immediately

Education

- AFRICA TRAINING CENTRE**
L1 Health & Safety Officer
2021
- University of South Africa**
Honours Degree in school management
2020
- University of South Africa**
Bachelor of Education
2016
- Swelihle High School**
Senior Certificate, Grade 12
2004

Skills

- Computer literacy
- Communication
- Time management
- Organising
- Administrative skills
- Teamwork

Experience

- Above All Family Church**
Current - To Date
Snr admin officer
Duties
 - Admin officer including that of payments at the end of the month.

Van Riebeeck Park Primary School

January 2017 - April 2021

Taught : IsiZulu, Physical Education in Foundation Phase, Social Sciences and Physical Education in Grade 4-6

Duties

- Preparing lessons, learner's report cards, and advise parents regarding learner's progress.
- Prepared evaluation assessments for learners and mark it, give feedback, advice as well as guidance to learners regarding their schoolwork.
- Coach the girls' soccer team.

Dawnridge Primary School

July 2016 - December 2016

Substitute Educator for grade 4 and 7, IsiZulu, Social Sciences and Physical Education.

Duties

- Preparing lessons, learner's report cards and advise parents regarding learner's progress.
- Prepare evaluation assessments for learners and mark it
- Give feedback to learners after they have written a test, give advice and guidance regarding the learner's school work.

Manzolwandle Primary School

January 2016 - June 2016

Volunteer

Duties

- Preparing lessons, learner's report cards and advise parents regarding learner's progress.
- Prepare evaluation assessments for learners and also mark to give feedback to learners after they have written a test and give and advice and guide regarding the learner's school work.

Emthonjeni Adult Centre

August 2007 - December 2015

Educator

Duties

- Teaching EMS to LEVEL 3 students. My duties included teaching
- Attending workshops, invigilating when there are exams and tests that are written, assisting learners with their portfolios, preparing tests, and marking.



References

MRS Weber - Van Riebeeck Park Primary School

076 195 0196

Dr J Naidoo - Dawnridge Primary School

081 547 6499

MRS Radebe - Emthonjeni Adult Centre

078 450 3506

Shabalala Q, Pastor - Family Church

0608479177