

LESEGO SIMANGO

Professional Summary

A highly dedicated and adaptable professional with over six years of experience in project management, office administration, and youth development. Has demonstrated proven leadership and organizational skills, particularly in managing community outreach programs, youth empowerment initiatives, and administrative operations. Skilled in data management, Administration, facilitating training sessions, and building strategic partnerships.

Proficient in information technology and project management, with a strong commitment to both personal and professional growth.

Experience includes completing a training in Education Training and Development Practices (NQF 5 ETDP) in 2022 (waiting for SETA to release certificate), during which he was offered an internship as a facilitator at Inqaba Yokulinda Youth Organization. Lesego is available immediately and willing to relocate

Professional Experience

General Worker (Casual)

Transpharm Pharmaceutical Wholesaler – Pretoria, Gauteng

April 2024 – August 2024

- Efficiently picked and packed pharmaceutical products, ensuring high levels of accuracy and quality.
- Assisted in stock management, conducting regular checks to maintain optimal stock levels.
- Supported dispatch operations, preparing orders for delivery and maintaining accurate documentation.

Facilitator

Inqaba Yokulinda Youth Organization – Pretoria, Gauteng

March 2023 – March 2024

- Delivered life skills and computer practice training to young learners using diverse educational methods.
- Organized activities tailored to the needs of the group, ensuring alignment with training objectives.
- Managed and assessed Portfolios of Evidence (POE), ensuring accuracy and completeness.
- Maintained program alignment through regular communication with the accreditation supervisor.

Data Capturer

Abel Motshoane Secondary School – Pretoria, Gauteng

September 2020 – June 2021

Contacts

Location: Pretoria, Gauteng, 0198

Phone: +27 71 927 1445 |

Email: simangolesego@gmail.com

Links

LinkedIn: [linkedin.com/in/lesego-simango](https://www.linkedin.com/in/lesego-simango)(<https://za.linkedin.com/in/lesego-simango>)

Core competencies

Project Management & Coordination

- Office Administration & Operations

- Data Management & Reporting

- Community Engagement & Youth Development

- Training & Facilitation

- Stakeholder Relationship Management

- Microsoft Office Suite (Word, Excel, PowerPoint, Access)

- Strong Communication & Collaboration Skills

- Problem Solving & Critical Thinking

Skills

- IT Proficiency: MS Office Suite (Word, Excel, PowerPoint, Access), Visual Basic, VB.Net
- Languages: English (Fluent)
- Additional: Driving (Valid C1 License since 2017), Communication, Personal Development, Financial Management

Additional Information

- Strong rapport-building skills with community members and team members, fostering collaborative working environments.
- Proven ability to coordinate and execute projects from concept to completion, including budgeting and reporting.
- Passionate about youth development, with a strong focus on driving positive, sustainable change through structured initiatives.

- Captured high volumes of data for reports, ensuring accuracy and timely submission.
- Collaborated closely with the Learning Programmes Administrator to validate and collate data for quarterly reports.
- Generated statistics and conducted various administrative duties, responding to inquiries from stakeholders.

Office Manager

Katekani Community Project – Pretoria, Gauteng

April 2019 – March 2020

- Oversaw office operations, including administration, staff coordination, and health & safety inspections.
- Managed budgetary controls, petty cash, and prepared comprehensive business plans for funding applications.
- Coordinated outsourced programs, ensuring the delivery of project objectives within scope and budget.

Administrator

Godisang Development – Pretoria, Gauteng

March 2018 – March 2020

- Managed reception duties and provided support to job seekers through workshops and outreach programs.
- Maintained accurate databases, handled office communications, and prepared reports for the center manager.
- Conducted community outreach programs to engage with and support local beneficiaries.

Program Manager

Tshwane North Outreach – Pretoria, Gauteng

March 2017 – March 2019

- Led drug and substance abuse awareness programs, coordinating support group sessions and school talks.
- Developed program plans with detailed timelines, budgets, and resources, ensuring program goals were met.
- Managed relationships with stakeholders and beneficiaries, escalating issues when necessary.

Education & Certifications

- **Certificate in HR management Concepts** – Cursa, 2024
- **Certificate in Neuro-linguistic Programming (NLP)** – Alison, 2024
- **Certificate in First Aid** – Tshwane EMS, 2020
- **Certificate in Basic Fire Fighting** – Tshwane EMS, 2020
- **End User Computing NQF Level 3** – Kgotlelelang Training Centre, 2018
- **Project Management NQF Level 4** – Siyanqoba, 2018
- **Certificate in Project Management Fundamentals** – Kwelanga Training, April 2017
- **Grade 12 (Matric)** – Father Smangalis Secondary, 2011

References: References and attachments available upon request.