



Zandile Maseti



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Summary

I am a hardworking and self-driven individual. These qualities have pushed me to attain an Honours certification in Business Administration where I majored in Political Studies from the University of the Western Cape. I have the ability to work alone and collectively to reach any organizational goals. I consider myself a creative person with a very inquisitive nature. This quality has led me to develop a high degree of emotional intelligence, because I believe interacting with others is the best and quickest way to learn. My curious nature played a very big role in developing all my other skills such as conflict resolution, organization, public speaking and intercultural fluency (which has also granted me the privilege to learn multiple languages.) My experience and time at school has allowed me to acquire phenomenal skills in areas such as report writing, records management and problem-solving. I aim to grow and learn as much I as can, in all environments I am placed. I am currently searching for a new environment, where I can help develop and improve, using the skills and knowledge I have acquired over the years.

Education

2022

TEFL DIPLOMA I-to-I
Institute

2020

BUSINESS ADMINISTRATION HONOURS
University of the Western Cape

2019

BACHELOR OF BUSINESS ADMINISTRATION
University of the Western Cape

Experience

PROPERTY FINANCE SPECIALIST INTERN

Ooba Home Loans July 2022 -
current

Duties:

- Assistant Home Finance Experts with submitting applications from clients to the bank. Capturing of Client application forms on system.
- Allocating of Clients documents to Pre-qualification Experts.
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TEACHERS ASSISTANT

Dennermere Primary November 2021 –
March 2022

Duties:

- Mark register
- Ensure compliance to COVID-19 protocols
- Distributes worksheets
- Apprises teacher of absences or any matter that requires the teachers attention.
- Ensure learners follow teachers instructions,
- Establish where possible problems that could be created by non-detection of learner challenges. Note the learners with content gaps for assistance during intervention classes
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Skills

- Microsoft Office Package
- Zoom Software
- Management Skills organization
- Presenting and public speaking
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- Research Skills
- planning and Database
- Email Management Skills
- Report Writing Skills Marketing
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Reference

Lillian Nobel
Dennermere Primary School

Phone: Available upon request

Melissa Tromp
Manager, Ooba Home Loans

Phone: Available upon request

