

## **PITSO JACOB MASHISHI**

**Johannesburg, South Africa**

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### **PROFESSIONAL SUMMARY**

Motivated and detail-oriented individual, eager to contribute and learn in a dynamic environment, applying my skills in numeracy, organizational ability, computer literacy, and digital marketing strategies to drive efficiency and growth.

### **EDUCATION**

Diploma in Industrial Engineering (In Progress) – University of South Africa (UNISA)

National Senior Certificate (2019) – J.B. Matabane Secondary School

### **EXPERIENCE / VOLUNTEER EXPERIENCE**

#### **National Youth Service (NYS) – Volunteer**

June 2023 – November 2023

- Participated in community and public service activities such as cleaning centres and tidying recreational areas
- Assisted with community sports practices and planning tournaments
- Tutored primary and secondary school learners
- Supporting the finance team with data entry
- Help organize internal meetings and small events

### **SKILLS**

- Data capturing and filing
- Microsoft Office (Word, Excel, Outlook, Teams)
- Strong communication and teamwork

- Problem-solving
- Physical fitness and stamina
- Time management and attention to detail
- Able to handle a pressurised environment

### **CERTIFICATIONS**

Digital Marketing: Crafting a Winning Strategy (2023) – MANCOSA SkillMe

### **DRIVER'S LICENSE**

Code 10 (C1)

### **LANGUAGES**

- English (Fluent)
- Setswana (Fluent)
- Zulu (Fluent)
- Afrikaans (Beginner)

### **REFERENCES**

Available on request