

RINAE RICHAEAL RAVELE

Area and City |071 176 3513|rinaravele@gmail.com

PROFESSIONAL SUMMARY

I hold a Bachelor of Commerce degree and have completed a Future Finance Friends Certificate. I am currently a Tutor assisting high school learners with mathematics, accounting, mathematics literacy and business statistics to university first year students. I have experience in project management, tutoring, administration and team management. I have a working understanding of programs such as Sage Pastel and Microsoft office and am eager to learn and hope for an opportunity to display and further my experience within the accounting industry.

PROFESSIONAL SKILLS

- Project Management
- Tutoring
- Administration
- Data Capturing
- Sage Pastel
- MS Office

EDUCATION

2021	Bachelor of Commerce	The University of the Witwatersrand
2021	Future Finance Friends Certificate	FinEazy by Momentum
2016	Matric	Patrick Ramaano Secondary School

EXPERIENCE

Aug 2021 – Current

Part-Time Tutor

Teach Me 2

- Assist high school learners with Mathematics, Accounting, Mathematics Literacy
- Assist with Business Statistics to university first year students

Mar 2019 – Dec 2020

Assistant Tour Guide

Diala Nje

- Organised and cleaned office space for tourists arrival
- Data captured, processed payments, thoroughly explained Hillbrow history and administration of paperwork

PERSONAL INFORMATION

Date of Birth

17 October 1998

Nationality

South African

Languages

Tshivenda

English

Sepedi

IsiZulu

Driver's License

Code 10

Criminal Record

None

References

On request