

Mishka Davids

OBJECTIVE

I am seeking a position in a dynamic organization where I can launch my career and develop a strong skill set.

REFERENCES

Available upon request.

ADDRESS

1C David Profit Street
Bonteheuwel, Athlone
Cape Town 7764

PHONE

0823022016

EMAIL

mishkadavids179@gmail.com

LANGUAGES

English & Afrikaans

SKILLS

Microsoft 365 proficiency

Organized

Communication

Attention to detail

Time Management

Creativity

Decision-making

Works well in groups.

EXPERIENCE

NOV 2023 – MARCH 2025

Financial Assessor | Intelligent Debt Management (IDM) Group | Cape Town

Managed client portfolios and provided financial advice as a Financial Assessor.

JUL 2023 – OCT 2023

Tutor | University of the Western Cape | Cape Town

Developed customized lesson plans to address individual learning needs and abilities.

JUN 2022 – MAR 2023

Data Capturer | Tiger Brands | Cape Town

Skilled in accurately inputting and updating information into databases and spreadsheets.

DEC 2021 – APR 2022

General Worker | Tiger Brands | Cape Town

Performed manual labor, including lifting heavy objects, carrying materials, and completing physically demanding tasks.

NOV 2020 – DEC 2020

Sales Assistant | Toy Kingdom | Cape Town

Demonstrated exceptional communication skills in promoting company products and services.

EDUCATION

The TEFL Academy | NOV 2024 – APR 2025

TEFL Certification - 120 hours

University of the Western Cape | FEB 2023 – DEC 2023

Bachelor of Administration Honours in Public Administration

University of the Western Cape | FEB 2019 – DEC 2022

Bachelor of Administration

Rylands High School | JAN 2014 - DEC 2018

National Senior Certificate

ACHIEVEMENTS

NSC Distinctions: Afrikaans First Additional Language

Business Studies

Life Orientation

Prefect - Rylands High School 2018

Member of Golden Key International Honor Society