



# Tango Mcotoyi

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

Why should they hire me?

Despite having limited experience directly in business management, my background in teaching and event coordination has equipped me with transferable skills that would be valuable in this field. My ability to manage multiple tasks efficiently, communicate clearly, and work under pressure makes me an excellent candidate for an administrative or business management role. I am enthusiastic, a fast learner, and eager to contribute positively to your organization's goals. I am highly motivated to grow in the business management field, and I believe that I can bring a fresh perspective and strong work ethic to your team.

Preferred occupation Government jobs

I am seeking an entry-level or junior position in business management, administrative support, or a Preferred work location Other Eastern Cape similar role where I can apply my education and skills in a practical setting. My diploma in Business

Management has given me a strong foundation in organizational skills, project management, and business operations, and I'm eager to contribute these skills to a team in a real-world environment.

### Contacts and general information about me

What are your positive points?

Day of birth 2001-09-23 (24 years old)

Gender Male

My key strengths lie in my ability to adapt quickly, strong organizational skills, and effective

Residential location Port Elizabeth

communication. I am highly detail-oriented and excel at managing multiple tasks simultaneously

while maintaining accuracy. I am also a problem-solver who takes initiative when faced with

challenges. I am dedicated to providing exceptional results, working well under pressure, and

Email address collaborating effectively with team members.

### Additional information

Salary you wish 10 000 R per month

How much do you earn now? 7500 R per month  
Strong Organizational Skills: From teaching English online, I've learned to manage time efficiently and plan lesson schedules, ensuring timely delivery of materials and progress for students.

Communication Skills: Both my experience as an English online teacher and as an Event Associate have allowed me to develop excellent communication skills, both written and verbal. I'm comfortable interacting with clients, colleagues, and customers to foster positive relationships.

Event Coordination: As an Event Associate, I managed logistics, coordinated tasks, and ensured smooth execution of events, which strengthened my project management and multitasking abilities.

Customer Service and Client Interaction: My teaching role helped me understand the importance of tailoring communication to meet the needs of others, ensuring clarity and satisfaction.

Problem-Solving and Adaptability: Working with different student profiles and event needs required flexibility and the ability to think on my feet, which I can apply to business management tasks.

Tech-Savvy: I am proficient with basic office software such as Microsoft Word, Excel, and

PowerPoint, and I am quick to learn new software tools as required by the job.