

# MOREST BURAWA

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## SUMMARY

- Leadership: Proven ability to lead student teams, coordinate events, and maintain order.
- Data Management: Proven ability to capture and register large datasets.
- Entrepreneurship: Successfully operated a school-based typing and printing service, generating significant income.
- Teamwork: Collaborated effectively with team members to achieve shared goals.

## EDUCATION

**Steve Tshwete secondary** – Centurion South Africa **January 2020 – January 2024**

Matriculation certificate: High-school bachelor's Degree

Key Subjects: Mathematics | Life Sciences | Physical Science | Geography | English | Sepedi | Life orientation

## WORK EXPERIENCE

**Data Entry Intern** **May 2024 - July 2024**

– AFGRI Centurion, Gauteng

- Data Entry: Compiled and analyzed a comprehensive 5-year summary for multiple companies, enhancing data reporting and presentation accuracy by 90% using Microsoft Office tools.

**Part-time Construction** **December 2024 - January 2025**

– Hammanskraal, Gauteng

Assisted in project organization and executed hands-on tasks over a 3-week tenure.

- Painting Projects: Refreshed more than 20 rooms, roofs, and fences, coordinated effectively with teams to deliver quality results.
- Home Renovation in Valhalla: Contributed to a successful renovation project in Valhalla, demonstrating flexibility and hands-on expertise.

**Data Entry part-time** **April 2025 - May 2025**

Nalo Careers – Murrayfield, Pretoria

- Collaborated in a team of 6 to register over 5,000 students for a game competition within a tight one-week deadline, resulting in a significant time savings of 2 weeks for the company.

**Entrepreneurship** **May 2019 - August 2019**

– Steve Tshwete secondary – Centurion, South Africa

- Successfully operated a school-based typing and printing service for 3 years, catering to students' needs while balancing academic responsibilities. Generated over R8000 annually, demonstrating entrepreneurial skills, time management, and ability to work under pressure.

**Data Entry part-time** **May 2025 - May 2025**

– The South African institute of Professional Accountings, Pretoria

- Data Capturing from 800 documents compiling it in Excel

**VOLUNTEER ACTIVITIES**

**Founder - Mrs Asnath Teffo**, Dimphonyana **September 2023 - November 2024**  
Dedicated 2 months to volunteering at an orphanage, contributing to yard upkeep and gardening activities

**Nzalo Careers, AFGRI** **February 2020 - December 2024**  
Led a student team for career guidance, coordinating logistics, maintaining order, and ensuring program objectives were met.

**SKILLS**

Microsoft word	Excel	Powerpoint
Leadership	Strategic Planning	Communication
Project Planning	Team-Player	Human centered thinking
	Hardware & Repairs	Graphic design

**INTERESTS**

Nature & Wildlife Conservation	Sports and Art	Exploring Tech
Gaming	Hiking	Graphic design

**LANGUAGES**

English - Expert	Zulu - Conversational	Sepedi - Native
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