

HLENGANI TALETA SHIRINDA

CONTACT

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📍 126 Troye Street Hollywood
Heights Building Sunnyside
Pretoria 0002

PERSONAL DETAIL

Date of Birth : 17/09/1998

Marital Status : Single

Nationality : South African

SKILL

Good communication and
listening skill

Computer literate

Academic Writing

Team work and collaboration

Public and motivational speaking

INTERESTS

●Reading ●Music ●Travelling

REFERENCE

Obakeng Sehloho

Admin at Thatha Residency
Thatha Residency Properties
+27 76 056 8673

Leornad Chauke

Mentor
+27 78 268 2325

Xiluva Rikhotso

Tutor

OBJECTIVE

To work in an organization where I am granted a platform to showcase my skills and knowledge in order to contribute to the organization's vision, mission, and essentially grow personally within the organization itself as well as in the working world. I am a driven and highly motivated individual with great enthusiasm that is only overshadowed by the desire to succeed. I have learnt the importance of punctuality and precision. Which I believe are qualities that will enable me to excel in all that is expected of me.

EXPERIENCE

01/02/2024 -
31/10/2024

Thatha Residency Properties

Administrative Assistant
Working as an Agent and Administrative
assistant

02/06/2022 -
30/11/2022

University Consultant

Tutor
Assisting university students with various
programs

01/02/2021 -
30/11/2021

Hlengani Primary School

Teacher Assistant
Assisting primary students with learning
and homework

EDUCATION

2018- 2020

University of Pretoria

Bachelor of Arts in Psychology

Nov, 2023

Teacher Record - TEFL certificate

TEFL Professional Institute

LANGUAGES

English- Good in: ●Speaking

●Script ●Reading

Xitsonga- Excellent in: ●Speaking

●Script ●Reading

Isizulu- Good in: ●Speaking

●Reading

Tshivenda- Good in: ●Speaking