

Shereen Thato Magaga

Graduate

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I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

Willing to relocate: Anywhere

Work Experience

Candidate Property Practitioner

Eastrand Property Group-Kempton Park, Gauteng

January 2025 to Present

Assisting clients with the rental, purchase or sale of industrial, commercial or residential property. Managing everything from searching for properties that meet the needs of clients and preparing contracts to scheduling viewings and making property listings.

Policy Administrator

M-sure-Edenvale, Gauteng

May 2022 to April 2023

Policy data management features to input, store, and retrieve policy data efficiently. Drafting policies and monitoring the implementation of policies analysing and advising insurers. Communicates with insurers, consultants and service providers.

Education

Diploma in law in Legal

University of South Africa - Pretoria, Gauteng

June 2013 to November 2018

Skills

- MICROSOFT OFFICE (Less than 1 year)
- MS OFFICE (Less than 1 year)
- POWERPOINT (Less than 1 year)

Languages

- Sepedi - Fluent
- English - Fluent
- Zulu - Intermediate

- Sotho - Intermediate

Additional Information

- **COMPUTER SKILLS**

Microsoft office

Spreadsheet

record

PowerPoint

Email communication

- **PERSONAL STRENGTHS**

Responsible

Able to work under pressure

Communicating skills

Adaptability

Organized

Interested in learning new things everyday

Self motivated

Diligent