

SHERON TAKALANI NEMUGAVHI NI

PERSONAL ATTRIBUTES

I am motivated and reliable individual with strong communication, problem-solving, and organizational skills. Committed to delivering high-quality work, learning quickly, and working effectively both independently and as part of a team. Adaptable to new environments and eager to contribute positively to an organization while continuing to develop professionally. Dedicated to maintaining a strong work ethic, meeting deadlines, and providing excellent service in every role...

SKILLS

- Computer skills
- Motivational skills
- Communication skills
- Decision making skills
- Problem solving skills
- Time Management skills
- Teamwork skills
- Attention to detail

PERSONAL DETAILS

SURNAME: Nemugavhini
FIRST NAME: Takalani Sheron
DATE OF BIRTH: 09-05/1995
GENDER: Female
MARITAL STATUS:
Single
NATIONALITY: South African
LANGUAGES: Multilingual
AVAILABILITY: Immediately

PHYSICAL ADDRESS:
50mozartlane sage wood
Midrand Noordwyk
1685
CONTACT NUMBER: 064 244 3450/
079 189 8929
EMAIL: takalanisheran27@gmail.com

SECONDARY QUALIFICATION

NAME OF SCHOOL: Ndaedzo Secondary School
HIGHEST GRADE PASSED: Grade 12
SUBJECTS PASSED: Please Refer to Certificate Attached
YEAR: 2014

TERTIARY QUALIFICATIONS NQF LEVEL 5

NAME OF INSTITUTION: Vhembe TVET
College QUALIFICATION: N6 in Human
Resource
YEAR COMPLETED: 2021

SHORT QUALIFICATIONS (Certificates)

NAME OF THE INSTITUTION: Professional Work
skills Training & Placement Agency cc
QUALIFICATION: Till Operator / Cashier Course
YEAR COMPLETED: 2017

NAME OF THE INSTITUTION: Dzwerani Primary
School
QUALIFICATION: Certification of Appreciation
(Department of Education)
YEAR COMPLETED:
2022

NAME OF THE INSTITUTION: Train sure
Consultancy
QUALIFICATION: Long term Insurance NQF
level 4 Skill Programme
YEAR COMPLETED: 2024

EMPLOYMENT HISTORY

NAME OF INSTITUTION: Dzwerani Primary School
POSITION HELD: TEACHER ASSISTANCE
DURATION: 01 DECEMBER 2020 – 31 April 2021
RESPONSIBILITIES:

- Support teaching and learning in classroom through reading coaching and assisting in laboratory activities.
- Cleaning the classrooms and school yard e. toilet's, kitchen
- Ensure teaching and learning environment conditions through classroom and material preparation and learner support.
- Administration -Filing, printing, making copies, scanning documents
- Capturing /Entering learner's marks

NAME OF INSTITUTION: MSC Business College

POSITION: Human resource Intern

DURATION: 31 March 2022 – 30 March 2023

RESPONSIBILITIES:

- Receptionist-welcoming people coming to inquire, receiving calls, receiving orders, doing follow-up.
- Data Capturing-Loading new employees on the system, new projects
- Administration-printing, making copies, filing, scanning documents

NAME OF INSTITUTION: Right sure Risk Managers

POSITION: HR Intern

DURATION: 01 March 2024 – 28 February 2025

RESPONSIBILITIES:

- Data capturing-capturing of client's details
- Internal CRM(Skye) uploading and updating documents
- Marketing outside the office-prospecting
- Sales quoting for clients
- General Admin-printing, making copies, filing and editing documents, scanning documents
- Screening of clients on sanction list
- Touch typing lessons
- Preparing of benefits illustration, needs analysis, HR Policies
- Sales product training
- Requesting policy schedules from insurer

NAME OF INSTITUTION: INSETA

POSITION: HR Intern

DURATION: 03 March 2025 – 03 September 2025

RESPONSIBILITIES:

- Assist with general HR administration, filing, scanning and data capturing and maintaining employee records
- Support employee relations and administration by assisting with disciplinary hearing, grievance, and consultation process, preparing related documentation, maintaining confidential records, and ensuring compliance with company policies and applicable labour legislation
- Support recruitment activities, including preparing job adverts, screening applications, scheduling interviews, and communicating with candidates
- Assist with onboarding process by processing documents, updating employee's files, and coordinating induction activities
- Promote professional communication and confidentiality in line with company policies and applicable labour legislation.
- Participate in HR projects and departmental initiatives as required
- Provide professional support to employees and managers while maintaining a helpful and service-oriented approach.
- Support awareness of workplace rules, policies and procedures among employees.
- Preparing HR reports
- Managing emails and correspondence
- Filing the pay slips of employees for every month
- Assist in screening of applicants
- Assist in the exit interview of employees
- Drafting regret letters, extension letters, promotion letters, termination letters.
- Preparing for invoices, petty cash and claim forms

REFERENCE

NAME: Mugwedi Sheron
POSITION: Educator
INSTITUTION: Dzwerani Primary School
CONTACT NUMBER: 0721000284
EMAIL ADDRESS: mugwedisharon@gmail.com

NAME: Chisirimunhu Blessed
POSITION: Supervisor
INSTITUTION: MSC Business College
CONTACT NUMBER: 0614077500

NAME: Maleba Mudinda
POSITION: Helpdesk support
INSTITUTION: Adcock Ingram
CONTACT NUMBER: 0762290883
EMAIL ADDRESS: Mudinda.Maleba@adcock.com

NAME: Mesie Moyane
POSITION: Marketing
Assistant Finance and
INSTITUTION: Right Sure Risk Managers
CONTACT NUMBER: 0794647946
EMAIL ADDRESS: nomazwi1995@gmail.com

NAME: Primrose Moyo
POSITION: HR Administrator
INSTITUTION: Inseta
CONTACT NUMBER: 084 083 5547
EMAIL ADDRESS: PrimroseM@inseta.org.za

NAME: Nicholus Masevhe
POSITION: Petrol Attendant
INSTITUTION: Sasol garage
CONTACT NUMBER: 076 3266216
EMAIL ADDRESS: masebs22@gmail.com