

Mr. Tandile Fivana

Ndala Street Mandela Park • Mthatha • Eastern Cape • 5099

☎ Cell: 076 1544 403 E-mail: tandilefivana@yahoo.com • ID Number: 970403

5500 089 Marital Status: Single • Language Proficiencies: English & isiXhosa •

• Drivers Licence: Code C1 • Gender: Male • Nationality: South African • Health: Excellent • Criminal Record: None

CURRICULUM VITAE

PERSONAL PROFILE , KEYSKILLS & COMPETENCE

Highly motivated, service oriented individual, who possess very strong work ethic and infectious enthusiasm. Knows how to take charge, highly spontaneous and extremely competitive. I hold a BA degree in Psychological Counselling from the University of South Africa and a Bachelor of Social Science Honours specialising in Psychology degree from the University of Cape Town.

PERSONAL PROFILE

- ☐ Confident with excellent interpersonal skills and able to communicate at different levels
- ☐ Energetic, goal oriented and courageous
- ☐ Passionate and committed about enabling people and processes
- ☐ Always ready and willing to have a go at something new
- ☐ Views obstacles as an opportunity to be innovative and come up with solutions
- ☐ Commitment to excellence
- ☐ Pro-active decision-maker who can use initiative and creative thinking, and work without supervision

KEY SKILLS and COMPETENCIES

- ☐ Leadership skills
- ☐ Natural leadership abilities
- ☐ Both an avid and collaborative person
- ☐ Possess flexibility and adaptability
- ☐ Teamwork and Emotional Intelligence
- ☐ Accountable and a continuous learner

EDUCATION AND QUALIFICATIONS

TEFL CERTIFICATE Obtained 2025

Honours Degree Obtained 2022

Bachelor of Social Science Honours in Psychology

University of Cape Town

Degree Obtained 2020

BA Psychological Counselling

University of South Africa

1

Obtained 2015

Grade 12 Matric Certificate

WORK EXPERIENCE

Research Assistant for UCT and CPUT

Responsibilities included;

- Translating English to Xhosa questionnaires
Statistical Data Analysis

2021-2022

Ops Graduate Trainee at Boxer Superstores

Responsibilities included;

Assisting assistant managers to maintain store
standards and maintenance of his duties.

Personal Assistant at Empilweni Psychological
Services.

.

.

.

:

2022-2023

2022

COMPUTER LITERACY

In-depth knowledge of the following programmes: Microsoft Word; Microsoft PowerPoint; Microsoft Excel; Microsoft Outlook Express; Internet Explorer.

REFERENCES

Mrs Lineo Nzeleni

Educational Psychologist

Tel: 073 319 6836/047 342 0046

Email: nzelenilineo@yahoo.com

Mr Mhlali Faxi

Registered Counsellor

Tel: 061 528 5655

Email: faximihlali552@gmail.com

Athenkosi Makeleni

Senior Clerk Fleet Department at Eskom

Tel: 0714662433

Email: athenkosimakeleni55@gmail.com

Inako Tyatyaza

Assistant Manager Boxer Superstore

Tel: 062 806 9018

Email: nakotyatyaza@gmail.com