



NTHATI NTOANE

EXPERIENCE

- **Akademik Bati Dilleri**
2016 - 2019
English Teacher
My responsibility as Language teacher was to provide instruction to help students master the fundamentals of a specific language, which was English. I would generally start with the core elements of basic grammar and format, and then expand into more complex aspects, eventually working towards the goal of becoming comfortable speaking and understanding conversational dialogue. I would provide a teaching onsite in a classroom setting or from a distance using a remote learning platform. I would then select a curriculum, explain concepts, and evaluate students' progress.
- **Billionaires Consortium**
2014 - 2016
Procurement Officer (Sales Department)
I was responsible for evaluating suppliers, products and suppliers, to maintaining extension or termination of contracts. To ensure the products are cost efficient and of high quality. Being able to negotiate well and ensuring that all purchases comply with company standards.
- **Good Cop Production**
2020 - 2020
Administration Assistant
My role was to welcome visitors, verify their appointments, and direct them to appropriate personnel concern. Also scheduling meetings, assist in accounting and human resources tasks, and support the executives on corporate decisions

EDUCATION

- **Jeppe College**
2014
Diploma. Media & Journalism
- **Jeppe College**
2013
Higher certificate. Journalism
- **African Renaissance College**
2015
Higher certificate. Healthcare
- **Rainbow Fm**
2014
Higher certificate. Radio Production
- **TEFL Professional Institute-Teacher Record**
2023
Teaching English as first language course
Distinction

CONTACT

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REFERENCE

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