

**CURRICULUM VITAE
OF
REFILOE HOPE HLASE**

Email address : refiloehlase@gmail.com

Cell numbers : 076 822 5353

PERSONAL DETAILS

Surname : Hlase
First names : Refiloe Hope
ID No : 0002110208085
Gender : Female
Nationality : South African
Home Language : Sepedi
Other languages : English – Read, Write, Speak
:Tshivenda – Read, Speak
:Sesotho – Read, Write, Speak
:Isizulu – Read, Write, Speak
Marital status : Single
Alternative Contact No. : 072 573 1890
Postal Address : 182 Major road
: Clayville
: Olifantsfontein
: 1666
Drivers license : Code 10 (C1)

EDUCATION AND QUALIFICATIONS

SECONDARY EDUCATION

High school attended : Dendron Secondary School
Location : Limpopo (Dendron)
Highest standard passed : Grade 12
Year : 2017
Subject passed : Sepedi
: English
: Life Sciences
: Economics
: Mathematics
: Life Orientation
: Physical Sciences
Sports and leadership roles : Student Representatives (RCL) member
: Participation in the school marathons

TERTIARY EDUCATION

Institution :Tshwane University of Technology
Qualification :National Diploma in Horticulture
Module Passed :Site Planning
:Growth Media Technology

:Turfgrass Culture
:Supervisory Management
:Business Studies
:Horticultural Mechanization
:Horticulture I,II,III
:Horticultural management I,II
:Plant Material studies I,II,III
:Environmental Studies I,II
:Plant protection I,II
Year obtained :2022
Sports and leadership roles :Participation on a national level in Chess
:Captain of the TUT chess ladies club

TRAINING EXPERIENCE

Institution: Womandla Enviro Consultation

Location : Pretoria

Position : Admin Volunteer

Date : September 2024 – Present

Key Duties & Achievements:

- Handled filing, data capturing and general admin tasks.
- Assisted with report writing, email management and enquiries.
- Supported workshops, attendance registers and documentation.
- Provided sales/admin support for quotations & client queries.
- Assisted manager with daily office operations.

Institution :City of Tshwane

Location : Pretoria

Position :Horticulture Intern & Administrative Support

Date :April 2022 – May 2024

- Captured departmental data and maintained records & registers.
- Performed filing, photocopying, scanning & document sorting.
- Prepared weekly/monthly reports and stock usage records.
- Managed storeroom items (chemicals, tools, plant material).
- Took minutes during meetings and attended tender briefings.
- Handled customer/stakeholder enquiries.
- Coordinated schedules for 10–12 workers and tracked tasks.
- Ensured OHS and compliance documentation was up-to-date.

SKILLS AND KNOWLEDGE

- Computer literate (word, outlook, internet and PowerPoint)
- Flexibility and willingness to work in a busy and varied environment
- Communication and Interpersonal Skills
- Negotiation skills
- Problem solving skills
- Critical thinker

- Great team player
- Time bound
- Stock arrangement of plants and warehouse
- Sales person
- Self management
- People's skills
- Cognitive skills

OTHER INTERESTS AND ACTIVITIES

- Gardening
- Volunteering work
- Played Chess at TUT
- Garden design and implementation

REFERENCES

1. Mr Xaba Ntokozo

Name of Company: City of Tshwane
 Position : Deputy director: Agriculture & Environmental management
 Email. :ntokozox@tshwane.gov.za
 Cell No. :076 728 6064
 Work No. : 012 358 6004

2. Mr Willie J Rensburg

Name of Company: City of Tshwane Nursery
 Position : Horticulture Training Officer
 Email : willieJVR@tshwane.gov.za
 Cell No : 082 787 8701
 Work No :012 358 6091

3. Mrs B Katlego Modingwane

Name of Company: Womandla Enviro Consultation
 Position : Managing Director
 Email : womandla-enviro1@outlook.com
 Cell No : 079 740 0715