



Tinkhani Banda

Business administrator
Visual Artist
Photography

Ashford, UK

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Languages

English (Fluent)

About

I have great interpersonal skills and I love to interact with people. I do work well in a team environment; I can also adapt to work independently when needed. I have good organising skills and like to keep to time with every task given. I can also take up leadership roles with ease. I am a keen learner and love to gain new knowledge whenever possible. I consider myself a problem solver and I thrive on helping find solutions to any obstacle faced.

BRANDS WORKED WITH

- Ashford Christian Fellowship
- (Byte Size College)
- Commissioned
- Da Base Youth Centre
- Magdalen Road Studios
- Oxford Brookes University
- (Oxford Lettings)
- Sainsbury Stores
- Stour Arts Gallery
- William Harvey Hospital

Experience

● Freelance artist, graphic designer, painter and photographer

| Now

process of starting my own creative practice with the help of a broker at the Shaw Trust, working on designing and customising retail goods. I catalogue my work on various social networking platforms as well my WordPress website that I manage (tinkhanib.com). I volunteer with the BAME association here in Ashford providing arts and crafts programs to children ranging from ages 4 to 16.



● Magdalen Road Studios | Jan 2013

exhibition involving four artists and I.

● Youth Worker

Da Base Youth Centre | Jan 2013



● Assistant curator 1st

Oxford Brookes University | Jan 2012

● Assistant to Artist

Stour Arts Gallery | Jan 2011

the site located in Chullock, Kent

● Assistant curator

Stour Arts Gallery | Jan 2011

● Work

William Harvey Hospital | Jan 2009

healthcare representatives.

● Assistant administrative volunteer

(Byte Size College | Jan 2019 - Jan 2020

worked with the college admin team helping with general inhouse admin roles: organising meetings, filing student applications and digitising student information to their student database.

- **As a business administrator and real estate assistant;**

(Oxford Lettings | Jan 2014 - Jan 2016

office; from emailing clients; answering phone calls; formulating tenancy agreements; filling out forms and filing maintenance forms on behalf of the tenants. My duties also included face to face meetings with landlords, providing them quarterly evaluations of their property portfolios offering them advice on areas that required attention which I'd log in a database I formulated on Excel. I also digitised the landlord and client directory. I also engaged in meetings with potential clients, as I was in charge of updating the lettings website. During my time at Oxford Lettings I also completed my Apprenticeship in Business Admin. I gained in depth knowledge of operating basic ICT troubleshooting and increased my knowledge concerning MS Office and The G Suite. I processed and released deposits stored in third party account providers and dealt with tenant start and end inventory reports.



- **Commissioned | Jan 2013 - Jan 2014**

- **Youth worker**

Ashford Christian Fellowship | Jan 2011 - Jan 2014

- **General Sales Assistant**

Sainsbury Stores | Jan 2011 - Jan 2012

Education & Training

2017 - 2019 ● **University for the Creative Arts**

2.2, Bachelor of Arts

2014 - 2015 ● **Abingdon and Witney College**

Level 2 NVQ, Business Administration

2012 - 2013 ● **Oxford Brookes University**

Certificate of Higher Education , Master of Education

2011 - 2012 ● **University for the Creative Arts**

Distinction, Merit, Art & Design, Drawing