



Rifilwe Raymond Mabatha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Security Officer. Strong interpersonal skills, energetic, innovative, assertive, pro-active, well mannered, strong listening skills, ambitious. Have computer skills, grade 12, as well as vast experience in administration. Have 10 years experience in property company, have worked as state accountant with defence department and SITA, City Property Administration, and courier company formally known as UTI and now DSV. Graduated with northwest university.

Preferred occupation	Guards Security jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2000.01 iki 2003.12
Company name	SITA
You were working at:	Administrators
Occupation	Erasmuskloof (Pretoria)
What you did at this job position?	As Functional Support Advisor, my duties were to register all assets and inventory, conducting presentations about PFMA and it's impact on Financial Management System for DoD. Doing various transactions for defence clients. General office admin.

Working period	nuo 2008.10 iki 2018.12
Company name	City Property Administration
You were working at:	Real estate agent
Occupation	Creditors clerk
What you did at this job position?	Doing reconciliation, finance, paying suppliers

Education

Educational period	nuo 1986.01 iki 1989.12
Degree	Grade 12 / Matric
Educational institution	Raluombe High School
Educational qualification	Grade 12
I could work	N/A

Educational period	nuo 1993.01 iki 1995.12
Degree	Degree
Educational institution	University of Northwest
Educational qualification	B Admin
I could work	N/A

Educational period	nuo 1997.01 iki 1998.12
Degree	Honours
Educational institution	University of Northwest
Educational qualification	BA (Hons)
I could work	N/A

Educational period	nuo 2021.08 iki 2021.08
Degree	Some Schooling
Educational institution	Blacken Security College
Educational qualification	Grade EDC

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Tshivenda	fluent	fluent	fluent
Afrikaans	very good	very good	very good
Sesotho	very good	very good	good

Computer knowledge

Introduction to computing

Typing skills

Ms Word, Access, Excel, and PowerPoint

Effective business communication

Havatech

Conferences, seminars

Certificate in computer & Office Admin.

Directorate Personnel Payments (DOD)

Certificate in Financial Management System

Subjects:

Medical payments

Codes

Cash Receipts Voucher

Personnel payments

Recommendations

Contact person Lynnette Naude

Occupation Consultant

Company SITA

Telephone number (012) 4822747

Additional information

Your hobbies Team oriented
Sharing ideas
Innovative
Assertive
Hard working
Sports person, i.e soccer

Driver licenses None

Salary you wish 7000 R per month

How much do you earn now 000 R per month