



Thapelo Tsiri

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly motivated and detail-oriented professional with extensive experience in administration, project management, and energy sector support. Currently working as a Project Administrator/Energy Officer at the Department of Mineral Resources and Energy, providing essential administrative and logistical support to ensure efficient budget management, travel coordination, and financial reconciliation. Adept at utilizing various software tools including SAP, Camunda, and Microsoft Office to streamline processes and improve operational efficiency. Demonstrates strong communication, time management, and interpersonal skills, with a proven track record in team collaboration, problem-solving, and attention to detail. Skilled in managing both internal and external communications and adept at overseeing office functions, including registry, asset management, and human resource coordination.

Preferred occupation	Administrators
	Administrative jobs
	Government jobs
	Government jobs
Preferred work location	East London
	Eastern Cape

Contacts and general information about me

Day of birth	1999-06-21 (26 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	15000-20000 R per month
How much do you earn now	7400 R per month