



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2000.01 iki 2003.12</b>
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