



Thapelo Raisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative job that will allow me to work remotely from home.

I have a very stable internet at home and I also have a good eye for details.

Doing administrative work is what I enjoy the most as it allows me to do the work and at the same time be with my family.

I am proficient in MS Word and other programs such as PDF (Converter), Excel, PowerPoint, etc.

My report writing skills have been commended by many people with whom I have worked.

I am a team player and very humble.

My communication skills are also excellent because I do not have a problem with dealing with people from the lowest rank and those in the highest ranks.

Preferred occupation	Data capturers Administrative jobs
	Part time jobs Part time, weekend jobs
Preferred work location	Burgersdorp Eastern Cape

Contacts and general information about me

Day of birth	1980-07-04 (44 years old)
Gender	Male
Residential location	Burgersdorp Eastern Cape
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 2006.05 iki 2012.12**
 Company name Burgersdorp Legal Advice and Community Resource Office
 You were working at: Paralegals
 Occupation Board Chairperson
 What you did at this job position? Chairing board and staff meetings, supervising the Office Manager and Support Staff, Monitoring the Annual Plans and Funding Proposals, Monitoring the expenditure against allocated budgets

Working period **nuo 2008.06 iki 2009.04**
 Company name Department of Sport, Recreation, Arts and Culture
 You were working at: Government jobs
 Occupation Internship Programme
 What you did at this job position? Implement the Operational Plan of the Department, Establish and maintain partnerships with relevant stakeholders, Monitoring funded projects/organizations, Develop an up-to-date database of the stakeholders.

Education

Educational period **nuo 2015.02 iki 2015.06**
 Degree Certificate
 Educational institution Nelson Mandela Metropolitan University
 Educational qualification Practical Labour Law NQF 7
 I could work Labour and paralegal environment

Educational period **nuo 1994.01 iki 1998.11**
 Degree Grade 12 / Matric
 Educational institution Ethembeni Secondary School
 Educational qualification Matric Certificate
 I could work In a law/legal environment because of my love for history

Educational period **nuo 1999.02 iki 2004.11**
 Degree Honours
 Educational institution University of the Witwatersrand
 Educational qualification BA in Dramatic Art (Hons)
 I could work I could work within the media and entertainment industries (including the arts)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Afrikaans	good	good	good

Sesotho

good

good

basic

Computer knowledge

Fluent in the following programmes such as MS Word, Excel, Power Point.

Good report writing and excellent communication skills.

Conferences, seminars

Attended SITHENGI International Film Market held in Cape Town in 2005.

Seconded to work assist the Film Development Unit with expediting the expenditure of allocated budget in 2021.

Recommendations

Contact person	Aubrey Silinyana
Occupation	Founder/Owner
Company	Makwedini Film Productions
Telephone number	0783580784
Email address	silinyana@gmail.com
Contact person	Xoliswa Ncoko
Occupation	Office Manager: Office of the CEO
Company	Mandela Bay Theatre Complex
Telephone number	0833803470
Email address	xoliswa@mandelabaytheatrecomplex.co.za

Additional information

Your hobbies	-Watching and downloading latest movies (and other classics). -Playing chess -Writing and editing short film scripts
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	9500 R per month
How much do you earn now	15000 R per month