

## THABISO EDWARD KLIP

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### **PERSONAL DETAILS**

IDENTITY NUMBER	: 950914 5114 08 9
DATE OF BIRTH	: 14 September 1995
NATIONALITY	: South African
RACE	: African
LANGUAGES	: IsiXhosa, Sesotho and English
CRIMINAL RECORD	: NONE

### **PERSONAL PROFILE**

I am a diligent and results driven individual who enjoy experiencing challenges, always seeking to acquire information that will enhance my knowledge so as to improve and gain experience in whatever I am being taught. I am looking for a job that will allow me to grow professionally and allow me to showcase my capabilities, strengths and utilize affectively the skills I have attained thus far.

### **PASSION BOARD**

- Travelling
- Music
- Rugby
- Gaming
- Computing

### **CORE QUALIFICATIONS**

#### Tertiary Education

Institution name: Cape Peninsula University of Technology

Course name: ND Office Management and Technology

Period: 2016 - 2018

Completed: Incomplete (Financial reasons)

#### Matric

Institution name: Fezeka Senior Secondary

Period: 2008 - 2012

Completed: 2012

### **Working Experience:**

Company: Masterparts

Period: October 2020 - Present

Role: Intern Web Developer

Duties:

- Design recommends and pitch improvements to new and existing features.
- Assist in troubleshooting issues on web-based systems.
- Update and edit website content, posts and pages.
- Provide technical support related to web-based systems to internal teams.

Company: St Mary Magdalene Church, Guguletu

Period: 2016 - 2017

Role: Part-time Assistant Office Administrator

Duties:

- A major part of the job involves and managing money by dealing with budgets, bills, payroll and cash flow.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc).
- Track stocks of office supplies and place orders when necessary.
- Assist secretary whenever necessary.

Company: Gcilishe – Taliwe Classic Funerals

Period: 2013 - 2014

Role: Office Administrator

Duties:

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Keep stock of office supplies and place orders when necessary.
- Manage phone calls and correspondence (e-mail, letters, packages etc).

## **REFERENCES**

1. Kaelin Panther

Company	: Masterparts
Position	: IT Department Manager
Tel.	: 082 831 2108
E-mail	: pantherkaelin@gmail.com

2. Ryan Geel

Company	: Salesian Life Choices
Position	: Academy Placements and Partnership Officer.
Tel.	: 066 221 7704
E-mail	: ryan1234geel@gmail.com

3. Mrs Yandiswa Gcilishe

Company	: Gcilishe – Taliwe Classic Funerals
Position	: Managing Director
Tel.	: 021 699 1644 / 082 469 8232
E-mail	: yandiswa.gcilishe@gmail.com