

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 junior web developer based in Cape Town, I 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	: Life Choices Academy
Course name	: Web Development
Period	: 2020 - 2020
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

WORK EXPERIENCE

Company : Masterparts
Period : October 2020 – March 2021
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 : kaelinp@masterparts.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