Personal Details

Surname : Thipe

First Name : Bridgett Kedibone

Date of Birth : 12 / 09 / 1983

Identity Number : 830912 1315 086

Gender : Female

Dependents : One

Marital Status : Single

Telephone Number : (012) 346 2405

Email address : [bonie\_bridgette@yahoo.com](mailto:bonie_bridgette@yahoo.com)

Driver License : Code 8

Cell Number : 072 6370 810/ 082 467 2954

Hobbies : Going to Church and reading

PROFILE SUMMARY

I am currently studying at Unisa towards a Certificate in Programme in Basic Intermediate and Advanced Project Management.

Currently I am employed on a contract as Legal Admin and consultant, working with immigration (permits & citizenship) local Authorities (political & by laws) constitutional matters labor law.

Was employed at Department of Home Affairs on contract as Immigration Officers in public Administration and have worked as **Administrative officer & support at refugee for** two and a half years experience in the field of Document management, sorting and retrieval of files and filing, Extension of permits, status verification & permits authentication, passport extensions and master list creation, data/ dashboard collection & integration (stats), Data capturing. Ms Word, Ms excel, Ms PowerPoint, Ms Projects.

Was dealing with Businesses /clients in order to advice and help to get the refugee status Verified. Using the **NISS system** and the **Old refugee** **system** to check status. I worked with DZP Files and worked in Permitting capture all TRP/PR files, Adjudication, creating new master list and Submission letters for Appeal.

I have excellent communication skills, Computer skills, self motivated, Enthusiastic, excellent telephone manners, planning & organizing skills, reliable, Problem solving skills, Able to act independently and meet deadlines, I am an excellent team worker. And willing to relocate anywhere.

Educational Qualifications

School Attended : Mothlamme High School

Highest Qualification : Grade 12

Year Obtained : 2003

Tertiary Qualifications

Name of Institution : Pretoria University

Name of Qualification : foundation Course in Humanities (M)

Year Obtained : 2004

Other Qualifications

Name of Institution : PC Training and Business College

Name of Qualification : Diploma in Information Technology

Year Obtained : 2006 – 2007

Name of Institution : Regenesys Business School

Name of Qualification : Youth Graduate Development Programme

Year Obtained : 2008

Skills

Language : C++, Java

Application Development : VB 6.0

Web Application : Asp,

Scripting Language : HTML, VB Script

MS Office : Ms Word, Ms Excel, Ms PowerPoint, Project Management

Operating Systems : Windows 95, 98,XP,Vista

Other : Project Management skills, Negotiations skills

Problem solving Skills, Quality orientated, Logical

Reliable, Computer skills and

Communication skills

Able to act independently

Strong organizational skill

Work Experience

Company Currently : AFT Legal Consultants

Job Title : Legal Administrator (Immigration, permits &Citizenship)

Duties : Drafting legal documents

: Handling clients and queries

: General Office Admin

: I also assist with other types of cases

Year : 2012 (contract)

Company : Department of Home Affairs

Job Title : Administration and Support (Permitting)

Duties : Sorting DZP Files

: Sorting and Retrieval of Files and Filing

: Data capturing Temporary residence, dispatch list

And permitting data

: Capturing Permanent residence files

: Adjudication

: Capturing Master list

: Capturing Submission letters for Appeal

Year : 2010/12/07 to 2011/06/30 (contract)

Company : Department of Home Affairs (Refugee Office)

Job Title : Administration Officer; Administration Support

Duties : Capturing, Extension of Permits

: Status Verification & permits authentication

: Passport extensions and master list check

: Data /dashboard collection & integration (Stats)

: Data capturing Temporary residence, dispatch list

And permitting data

Year : 2009/10/01-2010/09/01 (contract)

Company : Amway Business

Job Title : Sales

Duties : Selling Amway products to homes and different

Companies

Making orders for my clients

**CONTRACT EMPLOYMENT**

Company : PC Training & Business College

Job Title : Lab coordinator/ Receptionist/ Student consultant

Duties : Installing software’s’ in the labs.

Maintaining network (LAN) for exams and test for students.

Assisting students with practical i.e. VB, c++, Web Design, Project Management, Java MS-Suite and Windows XP/2000.

Maintaining and upgrading software’s i.e. MS-Suite.

Formatting systems and assigning new

Passwords

Assisting lectures with Ms Project

Practicals, invigilating students.

Year : 2008-2009

Company : Independent Electoral Commission (IEC)

Job Title : Volunteer

Duties : House to house community registrations.

Year : 2008

Reference

Name of Person : Mrs Nokuthula Sibanyoni

Position : Assistant Director Refugee

Institution : Department of Home Affairs

Cell Number : 012 406 4510

Name of Person : Mr S Makwana

Position : Senior Administration Officer

Company : Refugee Office (Dept of Home Affairs)

Contact Number : 012 406 4513

Cell Number : 082 080 9237

Name of Person : Ms Shakira Taleb

Position : Manager

Company : AFT Legal Consultants

Contact Number : 012 346 2405

Cell Number : 083 987 2263

Declaration

I, Thipe Bridgett solemnly declare that the information given above is true and valid.