

MISS NNANA MAVIS NAPO

060 709 8538 / 075 180 5833 | mavisnapo46@gmail.com | | Pretoria, Gauteng

PROFESSIONAL SUMMARY

Highly disciplined and PSiRA Grade A registered Security Professional with over 15 years of experience in law enforcement and corporate security environments. Proven track record as a Constable Reservist with SAPS, specializing in crime prevention, suspect detention, and victim support. Committed to maintaining high-level premises control, administrative accuracy, and public safety.

SKILLS & EXPERTISE

Time Management | Attention to Detail | Conflict Resolution | Professional Integrity | Effective Communication | Dependability | Work Ethic | Teamwork & Collaboration | High-Level Security Guarding | Public Safety & Protection | Administrative Proficiency | Risk Assessment | Advanced Access Control

PROFESSIONAL EXPERIENCE

SECURITY OFFICER | SAPS (TECHNOLOGY MANAGEMENT SERVICE) PRETORIA/HATFIELD | 2012 - 2025

JOB DESCRIPTION

- Access Control : Managed high-security entry and exit points using positive identification for all officials and visitors
- Asset Protection : Conducted regular perimeter patrols to safeguard government property and prevent unauthorized access
- Administrative Oversight : Maintained accurate Visitor Registers and Occurrence Books (OB) to ensure a clear audit trail of site activity
- Reporting : Identified and reported security risks or maintenance issues immediately to senior management
- Client Relations : Handled public and official inquiries with professionalism and assisted in escorting visitors within the premises

CONSTABLE RESERVIST | ELANDSKRAAL SAPS | 2009 - 2012

JOB DESCRIPTION

- Community Service Centre (CSC) Duties : Managed the front desk, attended to public complaints, and provided professional assistance to community members
- Crime Prevention & Patrols : Conducted proactive vehicle and foot patrols to deter criminal activity and maintain a high-visibility police presence
- Incident Response : Responded to emergency calls, stabilized crime scenes, and gathered initial statements from victims and witnesses
- Victim Support & Escort : Provided safe escort for victims to hospitals and ensured they received the necessary

medical and psychological support

- Suspect Apprehension : Executed lawful arrests and conducted search - and - seizure operations in accordance with the Criminal Procedure Act
- Suspect Detention : Managed the safe transport and detention of suspects , ensuring all legal rights and safety protocols were followed
- Administrative Record Keeping : Accurately completed dockets , incident reports , and the Occurrence Book (OB) to ensure legal compliance

EDUCATION

NATIONAL SENIOR CERTIFICATE(GRADE 12/ MATRIC) | LEPELLESECONDARY SCHOOL | *Mathematics ,Physical Sciences ,Life Sciences ,Geography* | 2005

PROFESSIONAL REFERENCES

MOTAUNG (COL) | SAPS (TECHNOLOGY MANAGEMENT SERVICE) PRETORIAHATFIELD| Commander | 082 569 8271 / 012 432 7623

TLEANE | SAPS (TECHNOLOGY MANAGEMENT SERVICE) PRETORIAHATFIELD| Colleague | 078 826 9083

LANGUAGES

ENGLISH | FLUENT **SEPEDI** | NATIVE **TSWANA** | FLUENT **ZULU** | CONVERSATIONAL

CERTIFICATIONS

RESERVISTCOURSE MODULE 1- 12 | ELANDSKRAAL SAPS | 2009

SECURITY MODULE 1- 3 | CHIPPA HOLDING INVESTMENT| 2012