

THABANG NTOAMPE

|| Male || Black|| Single || Location: 1 Plantation road, Auckland Park, Johannesburg.

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EDUCATION

- Bachelor of Social Science in Population Studies & Sociology with Research Project. North West University, 2020.
- National Senior Certificate, Nkang-Mahlale Secondary School, 2016.
- Major courses: Introduction in Development Studies, Research Project, Development Issues, Population Problems, Development Theory & Strategies, Research Methods, Evaluation, Policy & Planning, Sociology, Population Studies, Gender Studies, Social Policy & Development Interrelation.

PERSONAL AND PROFESSIONAL SKILLS

- Accuracy, honest and attention to details.
- Good interpersonal skills, punctual, hardworking, and good ethical behaviour.
- The ability to take initiative and work in a team and individual.
- Applied strategic thinking, conflict/ problem solving, people management and networking.
- Customer focused mindset and problem solving ability.
- Effective communication skills.
- The ability to screen any provided applications accurately.
- Computer literate: Microsoft word, Excel, PowerPoint, Outlook and SPSS software.

WORK EXPERIENCE

LEASE ADMINISTRATOR

01/2025- CURRENT

Dragon City Management (PTY) LTD.

- Meeting and negotiating with potential wholesalers or tenants to secure the deals and submit offers.
- Preparing and maintaining all necessary documents for contracts, amendments lease summaries.
- Ensuring lease agreements are updated correctly, accounted for and follow up on all related lease renewals, costs, termination and renewal dates on the property system as well as hard copies.
- Liaising with tenants including resolution of tenants and lease queries.

- Achieving tenant satisfaction within the limits and conditions provided by the centre management and other related regulations, company policies and procedures, convention and practices that have been established.
- Capturing leasing operational data, information onto software.

ADMINISTRATIVE CLERK

03/2023 – 10/2024

Safety & Security Sector Education and Training Authority

- Provided admin support to the manager and senior administrator.
- Prepared letters, reports, invoices and other documents.
- Maintained the department's asset register by ensuring all assets are barcoded.
- Maintained accurate records, reports and updated databases for the projects.
- Conducted regular physical assets verifications to confirm the existence, location and conditions of assets.
- Maintained accurate records of documents and amendments.
- Monitored and tracked administrative tasks and following up to ensure deadlines were met.
- Communicated the travel arrangements and documentation with the staff.
- Received and recorded incoming and outgoing correspondences to ensure proper record-keeping.

ASSISTANT ADMINISTRATOR

02/2022 – 09/2022

Cocekani Technical High School.

- Assisted learners with Life Orientation, Natural Sciences and Social Sciences, thereby positively impacted the educational experience
- Assisted with office duties which includes: photocopying, typing letters, typing tests and exam question papers.
- Ensured
- Engaged with different stakeholders e.g. Parents, Teachers, Community and Police.
- Participated actively in department and school activities.
- Addressed learners' queries & ensured that attendance register is available and signed.

RESEARCH ASSISTANT

02/2021 – 12/2021

Human Sciences Research Council, Pretoria Area.

- Conducted interviews with study participants and ensured that they complete the questionnaire as according to protocol.
- Ensured that all information is stored in a confidential manner.
- Assisted the project managers with the successful implementation of the survey and with site reports.
- Ensured that all the materials needed for field work are available.
- Completed assessments: Digital literacy, Research ethics evaluation, Introduction to research ethics, Basic of social science research, Qualitative & Quantitative methods and Induction module.

TUTOR

02/2018 – 01/2020

North West University, Mafikeng Area.

- Performed administrative duties allocated by the head of department.
- Assisted in facilitating, verifying information & capturing students' marks on a system.
- Played a pivotal role within an instructional team, significantly improving students' understanding of general module knowledge and resolving their academic concerns.
- Contributed to the development and distribution of student-specific learning materials.
- Demonstrated a commitment to professional growth by actively participating in tutor induction and training sessions, leading to continuous enhancements in tutoring methods.

REFERENCES

Ms Katlego Iris Sebokolodi

Dragon City Management (PTY) LTD (Lease Manager)

078 740 5627

Dr Ishmael Rapoo

North West University

Senior Lecturer

083 393 2918

Mrs Tebogo Chacha

Nkang-Mahlale Secondary

Co-Mentor/Educator

084 025 4944