



BRAIN SITHOLE

30034 JOPPIE VILLAGE TZANEEN 0850

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[in](#) Brain Sithole

PERSONAL DETAILS

- Date of Birth : 22/10/2000
- Nationality : South Africa
- Gender : Male
- Driving Licence : C1 Driver's license
- Place : Joppie
- Race : Black

CAREER OBJECTIVE

- Motivated and detail-oriented Public Affairs graduate with 1 year practical administrative experience gained through volunteer service at the Department of Basic Education. Skilled in office administration, record management, customer service, and SA-SAMS. Seeking an Administrative Clerk, Office Administrator, or Public Service position where I can contribute to organizational success while developing my professional career.

EDUCATION

- **Tshwane University Of Technology (TUT)** 2025
Public Affairs (Administration of the state)
- Major Subjects: Governance and Public leadership, Computer literacy, Information literacy, Communication and Academic purposes, Public sector Economics, Public Affairs, Constitutional Law, Administrative Law, Information and Knowledge Management, Statistics for managing Public Affairs, Managing human capital in the public sector, Organisational Theory and Institutional Design, Policy studies and Interpret statutes.
- **Tiakeni Secondary School** 2018
Grade 12

EXPERIENCE

- **Mavabaza Primary School** 09/06/2025 - 26/06/2026
Administration Clerk
 - Duties
 - Captured and maintained learner records using a system called SA-SAMS
 - Recorded learner attendance and assessment marks accurately.
 - Processed admission forms and maintained confidential learner records.
 - Distributed leave forms, requisition forms, and other official documents.
 - Assisted with filing and document management to ensure quick retrieval.
 - Answered telephone calls and assisted visitors professionally.
 - Prepared correspondence, reports, and official documents.
 - Managed emails and electronic filing systems.
 - Scheduled meetings and prepared interview venues.
 - Assisted teachers with classroom activities when required.

SKILLS

- Good Communication skill
- Computer Literate (MS word, Excel, PowerPoint, Outlook)
- Teamwork
- Time management
- Problem-Solving
- Data Capturing and Record management
- Administrative Skill/Office Administration
- Ability to Read and Write

LANGUAGES

- English – Fluent
- isiZulu – Fluent
- Sepedi – Conversational
- Xitsonga – Home Language

CERTIFICATES

- Diploma in Public Affairs
- National Senior Certificate (Grade 12)
- Cyber Security Mastery
- Code C1 Driver's Licence

ADDITIONAL INFORMATION

- **Mobility**
 - Available immediately
 - Willing to Relocate nationally
 - Physical Fit and Able to lift Kg's
 - Open to Work Weekends

REFERENCES

- **Khosa G - Mavabaza Primary School**
Senior Admin Clerk
gkhosa19@gmail.com
0738783019
- **Baloyi NP - Mavabaza Primary School**
Educator
Prayernsuku19@gmail.com
0633401826
- **Mathebula LC - Mavabaza Primary School**
Deputy Principal
Colbertlungile66@gmail.com
0663168376
- **Molewa TN - Mavabaza Primary School**

Jumpstart teacher
T.Nmolewa@gmail.com
0735453561