

PROFESSIONAL PROFILE

Hardworking, reliable and disciplined professional with experience in security operations and office administration. Experienced in access control, patrolling, CCTV monitoring, protecting company property, incident reporting and maintaining the safety of staff and visitors. Also experienced in document preparation, filing, records management and front-desk support. Able to work independently or as part of a team, remain calm under pressure and communicate professionally.

WORK EXPERIENCE

SECURITY OFFICER

GSG Technical Solutions Company | 07 May 2025 - 31 August 2026

- Access control and monitoring of entry and exit points.
- Patrolling company premises and identifying security risks.
- Monitoring CCTV cameras and reporting suspicious activities.
- Protecting company property, equipment and assets.
- Ensuring the safety of staff, visitors and clients.
- Responding to incidents and emergency situations professionally.
- Maintaining discipline, alertness and professional conduct.
- Communicating with supervisors, colleagues and members of the public.

OFFICE ADMINISTRATOR

Chief Albert Luthuli Municipality | 07 March 2017 - 13 July 2017

- Handled telephone calls and assisted visitors at the front desk.
- Assisted with meeting and calendar coordination.
- Prepared letters, documents and office records.
- Maintained filing systems and administrative records.
- Provided general administrative support to staff and management.

OFFICE ADMINISTRATOR

Waverly Border Police | 04 March 2017

- Prepared correspondence, forms and office documents.
- Maintained filing systems and administrative records.
- Assisted with data entry and record keeping.
- Assisted with office inventory and general administration.

EDUCATION

Gert Sibande TVET College

2018 — Office Management, NQF Level 4

Waverly Secondary School

2012 — Grade 12

CERTIFICATES & TRAINING

Siyaphila Security Training

Security Officer Training — Grades E, D & C

Carumel Project

2023 — Construction Rigging Assistant Awareness

KEY SKILLS

- Access Control
- CCTV Monitoring
- Security Patrolling
- Incident Reporting
- Emergency Response
- Property & Asset Protection
- Safety Awareness
- Communication
- Office Administration
- Records & Filing
- Document Preparation
- Data Entry
- Time Management
- Teamwork
- Problem Solving
- Reliable & Hardworking

PERSONAL INFORMATION

Availability: Immediately

Date of Birth: 18 October 1993

LANGUAGES

English
siSwati
isiZulu

REFERENCES

Mr Ndaba

Supervisor - GSG Technical Solutions
Company
060 575 1822

A.C. Shange

Clerk - Waverly Border Police
017 819 3481

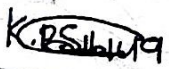
Mr S.S. Sibeko

Manager - Chief Albert Luthuli
Municipality
083 375 4404

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname:
SIBIYA
Names:
KHANYISILE PRETTY
Sex:
F
Nationality:
RSA
Identity Number:
9310180584082
Date of Birth:
18 OCT 1993
Country of Birth:
RSA
Status:
CITIZEN



Signature:




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TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT
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WAS NOT MADE TO THE ORIGINAL


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MAGSNOMMER
FORCE NUMBER. **26009420** RANG RANG **C57**

NAAM IN DRUKSKRIF
NAME IN PRINT **AN NUBI/MC**

SUID-AFRIKA
COMMUNITY C
2026 -07- 09
EKU
SOUTH AFRICA

Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

Date of Issue:
20 OCT 2016

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 90

RSA

103113498



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M. S. Lakometsi
HANDTEKENING / SIGNATURE

MAGSNOMMER / RANG 72566134
FORCE NUMBER / RANK
NAAM IN DRUKSKRIF / NAME IN PRINT



SUID-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE
2026 -07- 09
EKULINDENI
SOUTH AFRICAN POLICE SERVICE

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Khanyisile Pretty Sibiya

Identity number 9310180584082

Subject

SiSwati Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Business Studies
Tourism

%
64
36
37
67
36
48

Achievement

level

5
2
2
5
2
3

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from April 2012

M. S. Lakometsi

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)

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MAGSNOMMER 260942-2 RANG RANK
FORCE NUMBER
NAAM IN DRUKSKRIF NAME IN PRINT



SUID-AFRIKAANSE POLISIEDIN
COMMUNITY SERVICE CENTRE
2026 -07- 09
EKULINDENI
SOUTH AFRICAN POLICE

REPUBLIC OF SOUTH AFRICA

National Certificate (Vocational)

Level 4 Office Administration

Awarded to

KHANYISILE PRETTY SIBIYA

Identity number: 9310180584082

Exam number 9310180584082

	%	Achievement level
Fundamental subjects:		
English First Additional Language	40	3
Mathematical Literacy	49	3
Life Orientation	71	6
Vocational subjects:		
Business Practice	63	3
New Venture Creation	54	3
Office Data Processing	65	3
Office Practice	69	3
*****	***	*

This candidate is awarded the National Certificate (Vocational), and has met the minimum requirements for admission to higher certificate study, as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

The candidate has obtained the minimum 130 credits for this qualification as registered on the National Qualifications Framework.

With effect from December 2018

M. S. LAKONETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

190 6986 5141 Y



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

0927326

(See reverse for more information)



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



CERTIFICATE OF COMPETENCE

Awarded to

SIBIYA KHANYISILE PRETTY
931018084082

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Sibiya
HANDTEKENING / SIGNATURE

MAGSNUMMER 3642947-2 RANG C57
FORCE NUMBER 20 Nc4377 E
NAAM IN DUKSKRIF 20 Nc4377 E
NAME IN PRINT

For successfully completing these courses in:
Computer literacy
(MICROSOFT OFFICE 2010-ADVANCED)

MS WORD
MS EXCEL
MS POWERPOINT
MS ACCESS
INTERNET USER, EMAIL AND OUTLOOK

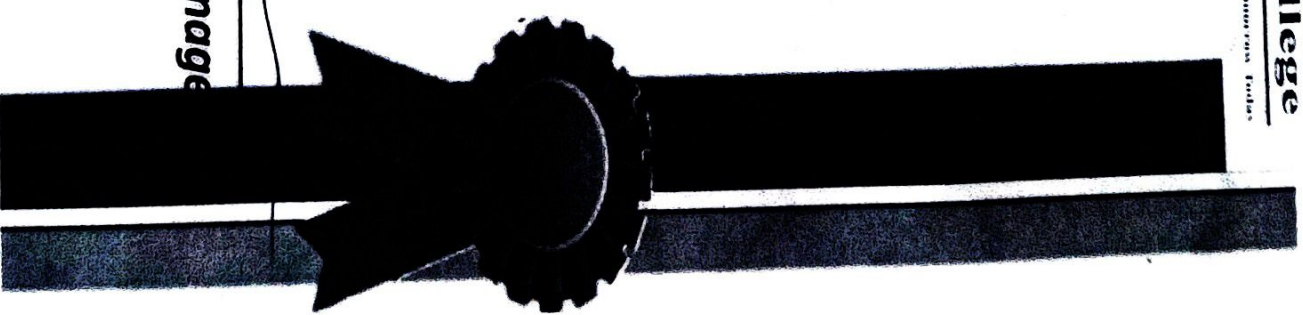
DATE: 30-11-2018

[Signature]
Head of Department



SUID-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE
2026 -07- 09
EKULINDENI
SOUTH AFRICAN POLICE SERVICE

[Signature]
Campus Manager





TAX COMPLIANCE STATUS
PIN Issued

KP SIBIYA
WAVERLEY
BELFAST
NELSPRUIT
2336

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 0598203248

Always quote this reference
number when contacting SARS

Issue Date:

2021/07/22

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Khanyisile Pretty Sibiyi
Trading Name	Not applicable
Tax Reference Number(s)	IT - 0598203248
Purpose of Request	Good Standing
Request Reference Number	0035380887GS2207211348388
PIN	811GCAC32L
PIN Expiry Date	22/07/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

Name: KP SIBIYA
Tax reference No: 0098203248
Form ID: RPDTCB
Content Version: v2013 01 01

Timestamp: 17803507
Year: 2021
Page of Page: 01/01
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