CHRISTINA MAKONE THEKA

Address: 30 Suikerbekkie Road, Birch Acres, 1618 | **Phone**: +27 76 247 5840 | **Email**: Thekabridgette@gmail.com | **Nationality**: South African | **Availability**: Immediate

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PROFESSIONAL SUMMARY

Friendly, organised and detail-oriented administrative professional with experience in data capturing, document management, filing, report generation and logistics support. Holds academic qualifications in Criminal Justice and Policing, with a strong foundation in administrative procedures, communication and operational support. Proficient in Microsoft Office, email and telephonic communication, with the ability to manage multiple tasks, maintain accurate records and support efficient daily operations.

CORE SKILLS

Administration & Data Capturing
Filing & Document Management
Microsoft Office & Computer Literacy
Email & Telephonic Communication
Report Generation & Record Keeping
Logistics Support & Coordination
Customer Service & Interpersonal Skills
Time Management & Organisation
Attention to Detail & Accuracy
Problem Solving & Conflict Resolution
Communication & Interpersonal Skills
Problem Solving & Adaptability

EDUCATION

Bachelor of Arts In Criminology For Psychologyv| University of South Africa (UNISA) | *Current*
Criminal Justice (Level 05) | University of South Africa (UNISA) | *2025*
Diploma in Policing (Level 06) | Technicol College | *2020*
National Senior Certificate (Grade 12) | Tlakale Mashashane High School | *2017*

WORK EXPERIENCE

Administration (Contract) | DSV | *January 2025 – May 2025*

Performed general administrative duties, including data capturing, filing and maintaining accurate operational documentation.
Captured and updated information on internal systems while ensuring accuracy and completeness of records.
Organised and maintained administrative files, documents and records for easy retrieval and reference.
Provided administrative support to internal departments to assist with daily operational activities.

Assisted with coordinating documentation and information flow between relevant departments.
Maintained accurate administrative logs and ensured confidential information was handled professionally.

Administration | Morwakola Dropping Centre | *2023 – 2025*

Captured information from source documents, including invoices, manifests and daily operational records.
Generated daily and monthly reports and summaries to support internal administration and operational monitoring.
Maintained organised filing systems and ensured documents were properly scanned, stored and retrieved.
Answered incoming telephone calls and assisted with scheduling new collections and shipment arrangements.
Verified captured information against source documents to maintain accurate records and minimise administrative errors.

REFERENCES

Lina Masingi | Supervisor, Morwakola Dropping Centre | *+27 79 147 0089*
Ellis Nkhobo | HR DSV | *083 326 1463*

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
THEKA
Names
CHRISTINA MAKONE
Sex
F
Nationality
RSA
Identity Number
9901271167082
Date of Birth
27 JAN 1999
Country of Birth
RSA
Status
CITIZEN



Signature
Christina Theka

Date of Issue
06 AUG 2016

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

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

102592123



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

CHRISTINA MAKONE THEKA

Identity number 9901271167082 *Exam number 7172541270145*

Subject	%	Achievement level
Sepedi Home Language	68	5
English First Additional Language	55	4
Mathematical Literacy	39	2
Life Orientation	45	3
Business Studies	54	4
Economics	37	2
Tourism	59	4
**********	***	*

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

With effect from December 2017

M. S. Lakometsi

Chief Executive Officer

180 9983 6901 X

This certificate is issued without alterations or erasure of any kind

UMALUSI

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

0064141

(See reverse for more information)

9223

Certificate

For a

Data Capture Course

10 February 2025 - 14 February 2025

awarded to

Christina Makone Theka

990127 1167 08 2

on

14 February 2025

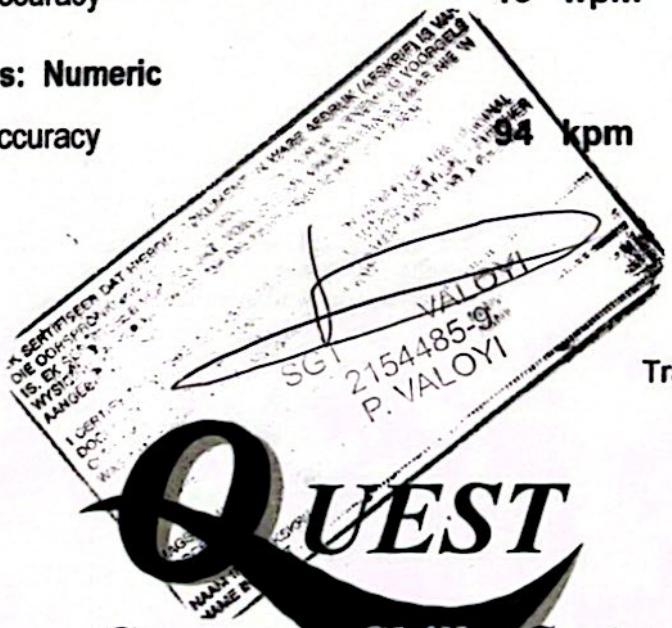
SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -05- 14
SUNNYSIDE
SOUTH AFRICAN POLICE SERVICE

Typing: Alpha Numeric

Speed & Accuracy **16 wpm** **95 %**

Keystrokes: Numeric

Speed & Accuracy **94 kpm** **99 %**



Training Manager

QUEST

Computer Skills Centre

27474

Scanned with CamScanner

UNISA
UNIVERSITY OF SOUTH AFRICA

150 YEARS

SOUTH AFRICAN POLICE SERVICE
VISPOL HEAD
2025 -12- 10
SUNNYSIDE
SUID-AFRIKAANSE POLISIEDIENS

We certify that

CHRISTINA MAKONE THEKA

having complied with the requirements of the Higher Education Act and the Institutional Statute, was issued with the

HIGHER CERTIFICATE

in Criminal Justice

at a congregation of the University on 16 October 2025

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS, SE INSTITUSIONELE VERDER DAT, VOLGENS MY WAARNEMINGS DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRAAK IS NIE.

I CERTIFY THAT THIS IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS PRODUCED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE
RANG / RANK
MAGSNOMMER / FORCE NUMBER 7253418-4
NAAM IN BLUKSKRIP / NAME IN PRINT

Vice Chancellor

Executive Dean

University Registrar

19000614067145C01601

SAFETY & SECURITY

SAFETY & SECURITY
SECTOR EDUCATION AND TRAINING AUTHORITY

CERTIFICATE OF

Qualification Achievement

This is to Certify that

CHRISTINA MAKONE THEKA

Identity Number

9901271167082

has successfully achieved the qualification

National Diploma: Policing

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -03- 23
SUNNYSIDE
SOUTH AFRICAN POLICE SERVICE

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SIGNATURE
PERSAL NO
NAME IN PRINT
RANK
CONSTABLE
F. MANENZHE
72690551

Certificate Number: 695/CERT/012363

Registration Number: 19202000999900

NLRD Number: 61729

Credit Value: 248

NQF Level: Level 06

Date of Issue: 17/11/2020

ACTING CEO

Issued in terms of the ETQA Regulations 1127, Reg 9(f), and as required by the South African Qualifications Authority, established by the SAQA Act 58 of 1995

SAS-Q159272