

PHODISHO MASHILE

✉ phodisolulu@gmail.com

☎ 072 461 2732/ 072 193 4468

📍 Stand No. A474 Shatale, Bushbuckridge
Mpumalanga 1280 (willing to relocate)

ABOUT ME

I am a very passionate and ambitious young female who is able to balance multiple competing tasks and achieved the best results, I am flexible and adaptive to changing and challenging environments without losing the mission logic. To enhance my skills as public administrator by securing a position with growing department that will put my experience to good use, I have the ability to complete tasks to the highest standard with meticulous attention to detail and within agreed deadline.

WORK EXPERIENCE

South African Police Service

2024 October – Present

Memeza Community safety (NGO) : Crime Responder

- Respond to all CPF and community incidents
- Attending CPF/community/School campaigns
- Citizen visitation and follow ups on for installed CPF members
- Create a report on the number of incidents and responses
- Educate members about the alarm system and features
- Ensure the member is safe and reporting incidents that occurred

2024 July – Present

Bushbuckridge : youth desk crime prevention

- Engaging with community members to promote safety awareness and preventing crime
- Conducting patrols and monitoring areas to deter criminal activities
- Prevent health and safety risks in the workplace
- Responding to emergencies and enforce laws
- Reducing the opportunity to commit crime from the community
- Handling of victims and referring them to the relevant organization.

Department of Education

2023 February- 2024 June

Shatale Circuit : Administrator

- Render financial and logistical administration support service
- Render H.R administration support service including payroll verification and dealing with enquiries
- Render general administration support service including typing, filing, reception and switchboard duties
- Deal with the collection, duplication and distribution of circulars and documents
- Maintain records and management information
- Deal with arrangements for meetings, process queries etc.

EDUCATION

■ **Public Management** 2021
N4- N6

Bushbuckridge Technical
College

■ **National Senior** 2018
Certificate: Bachelor

Sekhukhusa High School

SKILLS

- Sound computer skills
- Excellent communication skills (written and verbal).
- Ability to work independently and in a team.
- Adaptable and thrives on challenges.
- Excellent attention to detail.
- Ability to manage and complete tasks on time.
- Strong organizational and administrative skills.

REFERENCES

Mr. Shakwane KE

Circuit Manager

Phone: 083 417 5577 / 031 777 5127

Sergeant Mmona M

SAPS communicator

Phone: 079 891 5005

LANGUAGE

English (Good)

Sepedi (Good)

IsiZulu (Good)