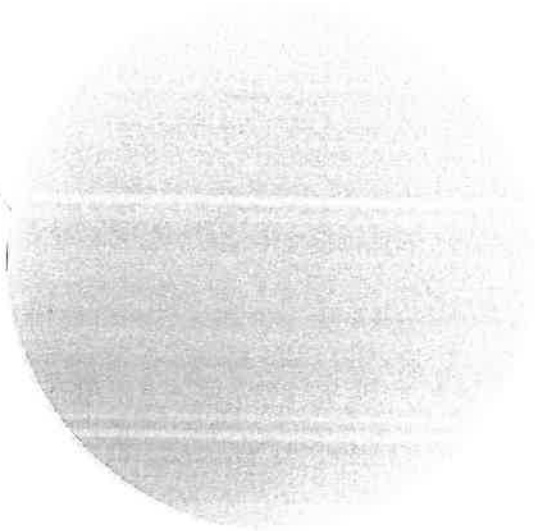
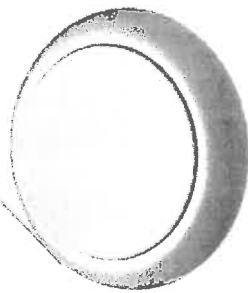


305 check cv



**CURRICULUM
VITAE
OF
Kutloano Esau
Rakosa**

PERSONAL DETAILS

Identity Number:

Marital Status: Single

Telephone Number:

Email address:

Address:

Language proficiency: South Sotho, English, IsiXhosa, Setswana and IsiZulu

EDUCATIONAL QUALIFICATION

Secondary Education

High school Attended: Asser Maloka Secondary School
Highest standard Passed: Senior Certificate, 2008

Tertiary Education

Institution: Cape Peninsula University of Technology
Qualification: National Diploma in Public Administration

Major Modules:

Public Decision Making
Public Human Resource Management
Public Procurement and Logistics
Public Finance Management
Project Management
Policy Studies
Financial & Procurement Management
Fundamentals of Research
Public Service Delivery

Institution: Cape Peninsula University of Technology
Qualification: B-Tech(not complete)

Major Modules:

Quality Management System

Statistical Quality Techniques
Continual Quality Improvements
Quality auditing Techniques
Quality planning and Implementation
Quality Techniques

Institution: Dego Consultants

Qualification: Supervision of Construction NQF 4

Major Modules:

Supervision of Civil Engineering Construction Processes: Water and Waste Water
Supervision of Civil Engineering Construction Processes: Road Works
Supervision of Civil Engineering Construction Processes: Labour Intensive Construction
Supervision of Building Construction Processes

COMPETENCIES

Managerial Skills
Computer Literate (MS Office)
Excel, Power Point
Internet, Email
Administrative support
Strong interpersonal skills and well developed communication (verbal and written)
Listening skills
Ability to work under pressure
Meet Deadlines, Work's well independently and in a team
Ability to use Initiative
Results focused

WORK EXPERIENCE

Company: Exact

Period: 11 December 2008 – 24 December 2008 (contract)

Position: Sales Assistant

Duties:

Answering queries from customers
Stocking shelves from merchandise
Be involve in stock control and management
Reporting discrepancies and problems to the supervisor
Responsible dealing with customer complaints
Giving advice and guidance

Company: Cape Peninsula University of Technology (CPUT) Bellville Campus

Period: July-November 2012

Position: Lab Assistant

Duties:

Primary responsibility is to provide student support and customer service.
Be present, visible, and available to students, faculty and staff requiring technical assistance.

Be acquainted with the available help resources and stay updated with campus technology changes and problems.

Computer Lab Assistants are expected to familiarize themselves with new software and hardware applications used in the open computer lab.

Attend all Computer Lab Assistant training sessions.

Structure: Cape Peninsula University of Technology (CPUT), Central Housing Committee

Period: October 2010 – September 2011

Position: Deputy Chairperson

Duties:

Deputy chief executive officer of the CHC

Monitor the overall programme of action of the CHC;

Monitor the execution and implementation of CHC responsibilities, programmes and activities

In absence of Chairperson preside over CHC, AGM and Residence Student Body meetings

Represent students in all official University Residence functions

In absence of Chairperson be the spokesperson of the committee

Company: Ekurhuleni Metropolitan Municipality Customer Care Center

Period: April-July 2012 (In-Service Learning)

Position: Assistant Secretary

Duties:

Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spread sheets and databases;

Devising and maintaining office systems;

Booking rooms and conference facilities;

Using content management systems to maintain and update websites and internal databases

Attending meetings, taking minutes and keeping notes

Organising and storing paperwork, documents and computer-based information;

Photocopying and printing various documents, sometimes on behalf of other colleagues

Company: Ekurhuleni Metropolitan Municipality Customer Care Center

Period: August 2014-March 2016

Position: Internship

Duties:

Sort and distribute incoming mail to areas and staff within the organisation and dispatch outgoing mail.

Write business letters, reports and/or Office memos using word processing programmes

Answer telephone enquiries from customers, attend to visitors and assist other staff in the organisation with their enquiries.

Operate a range of office machines such as photocopiers, computers and faxes.

File papers and documents.

Company: Ekurhuleni Metropolitan Municipality

Period: April 2016-September 2016

Position: Stakeholder Co-ordinator (Office of the Executive Mayor)

Duties:

Plan and coordinate Interaction of the Executive Mayor with identified stakeholders including but not limited to Business, Religious, and Organized Labour
Plan and organise engagements with communities every alternate Friday specifically targeting areas with service delivery challenges
Develop and implement a social cohesion programme
Coordinate all stakeholder meetings with MMCs offices as delegated by the Executive Mayor
Develop project plans and ensure all deadlines are met
Submit monthly reports and keep electronic and manual record of all documents
Act as the Special Programmes' Manager as in when required

Company: Mondy Motloung Foundation

Period: October 2016-present

Position: Chief Executive Officer

Duties:

Planning and operation of annual budget.
Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the foundation.
Serving as foundations's primary spokesperson to the organization's constituents, the media and the general public.
Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the foundations's Mission.
Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
Supervise, collaborate with organization staff.
Strategic planning and implementation.
Oversee organization Board and committee meetings.
Oversee marketing and other communications efforts.
Review and approve contracts for services.
Other duties as assigned by the Board of Directors.

Company: City of Ekurhuleni

Period: May 2018- June 2019

Position: Strategic Advisor-MMC Environment Resource Management and Waste Management

Duties:

Render effective direction in terms of development, implementation and governance of By-Law and Legislative compliance throughout the organisation

Facilitate the development, alignment and implementation of effective physical security delivery programs across the organisation

Oversee the implementation of information security systems and document management system

Ensure that the city meet its Security Standards and develop acceptable loss control measures

Maintain strategic relationships for purposes of expectation management, knowledge sharing and integration

Ensure integration of business processes and systems, enabling sustainable service excellence

Oversee implementation of various targeted loss prevention programmes, ensuring safeguarding of all assets and resources

Investigate and report on fraud within CoE and liaise with auditors to reduce fraud risk in the company

Represent and enhance Organisational image, through attendance and public address at events, functions, conferences and gatherings

REFERENCES

Name: Mr Tshupo Selane

Company: Exact

Position: Manager

Contact Number:

Name: Ms Ntokozo Hlatshwayo

Company: Ekurhuleni Metropolitan Municipality CCC

Position: Senior Typist

Contact:

Name: Mr Anton Kallis

Company: CPUT ITC

Position: Assistant Manager

Contact:

Name: Mr Jacob Ranyao

Company: CPUT Student Housing

Position: Office administrator

Contact:

Name: Ms Stella Sibisi

Company: Ekurhuleni Metropolitan Municipality CCC

Position: Customer Relations Agent