



PUBLIC MANAGEMENT

RAKHEL GUSTAF

Contact

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James Kennear Street

Narraville, Walvisbay

Experience

Office Administrator – September 2019 to Present

Block 9 Holdings (PTY) LTD

- Provide day to day management of the office by attending to enquiries, phone calls, welcoming customers and attending to mail correspondence. Also responsible for implementation and maintaining of filing systems.
- Responsible for purchaser registration, data compilation with regards to sale deeds and transfers, record-keeping and lease agreements.
- Provide administrative support to directors/executives and writing of company standard letters, memoranda, and reports.
- Responsible for preparation of company tender documents and drive the whole project until submission.

Personal Assistant & Office Administrator – Feb 2018 to May 2019

Property Valuations Namibia

- Handling deeds database management, valuation reports, invoicing payroll administration, telephone queries, reconciliation, and filing system management.

Property Clerk – June 2016 to Jan 2018

Municipality of Swakopmund

- Responsible for purchaser registration, data compilation with regards to sale deeds and transfers, bid sorting, record-keeping and lease agreements.

Education

Namibia University of Science & Technology – 2013 to 2016

Bachelor's Degree in Public Management

- **Courses Taken:** Regional and Local Government in Namibia, Urban Development & Management, Public Management in Namibia, Development Management and Public Policy Analysis

Gabriel Taapopi SS, Grade 12 – 2011 to 2012

- **Subjects Taken:** Development Studies, English, Biology, Oshikwanyama, Mathematics and Physical Science.

Omusheshe Combined School, Grade 10 – 2009

- **Subjects Taken:** Mathematics, English, Physical Science, Oshikwanyama, Geography, Agriculture, Life Science, Business Management and History.

Reference

MARTHA DAVID

Supervisor

Block 9 Holdings (Pty) Ltd

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STEPHNY BRUWER

Properties Supervisor

Swakopmund Municipality

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TUHAFENI SHAKELA

Valuer/Office Admin

Property Valuations

Namibia

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About Me

A strong public resource individual with hands on experience in property management, administration and financial transactions. I am seeking an opportunity to apply my skills and gain more experience in a forward-looking organization.

Languages

English

Oshiwambo

Afrikaans

Skills

Interpersonal Skills

Excellent problem-solving Skills

Computer literate

Customers service focused

Detailed oriented