

Curriculum Vitae of Rayyaan Rhode

Stellenbosch, Western Cape, South Africa

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[LinkedIn Profile](#)



Professional Summary

Detail-oriented and highly organized professional with experience in administration, marketing, and recruitment. Adept at handling sensitive documentation, streamlining processes, and facilitating communication between stakeholders. Strong background in compliance, policy understanding, and customer service. Holds a **Bachelor's degree in Public Administration with Public Governance** and a **120-hour TEFL certification**.

Professional Experience

Stellenbosch Municipality

Ward Administrator | Dec 2024 – Present

- Act as a liaison between residents, Ward Councillors, and municipal authorities.
- Manage official documentation, ensuring compliance with municipal procedures.
- Organize meetings, draft agendas, and distribute minutes efficiently.

Van Der Stel Cricket Club

Head of Marketing | Apr 2024 – Present

- Expanded social media reach, increasing community engagement and sponsorships.
- Managed marketing campaigns and coordinated promotional content.

Lexdan Select

Associate Consultant | Apr 2024 – Oct 2024

- Provided recruitment services across Africa, screening candidates and verifying documentation.
- Ensured compliance with employment regulations while matching candidates to roles.

Stellenbosch University

Communications Assistant & Content Writer | Jun 2023 – Dec 2023

- Developed clear, engaging content for university communications.
- Ensured effective messaging and outreach strategies.

Somerset College

Cricket Coach & Administrator | Jan 2022 – Jun 2023

- Coached and managed cricket teams across various age groups.
 - Organized tournaments, schedules, and team logistics.
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Education

North-West University

Bachelor's Degree in Public Administration and Public Governance (Completed)

SimpleTefl

120-Hour TEFL Certification (Completed)

Key Skills

- Administrative & Organizational Skills
 - Document Verification & Compliance
 - Customer Service & Public Engagement
 - Social Media Marketing & Communication
 - Recruitment & Talent Acquisition
 - Policy & Governance Understanding
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References

1. Lynne Rippenaar-Moses [Stellenbosch University]
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Phone: 0735345560
2. Jacqueline Beerwinkel [Stellenbosch Municipality]
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