

Curriculum Vitae Of Caleb Jesse Lombard

CALEB JESSE LOMBARD

Address: 50 Reenberg Road, Bishop Lavis

Cell: 0680628679

E-mail: caleblombard58@gmail.com / 230781004@mycput.ac.za

PERSONAL INFORMATION

Name & Surname:	Caleb Jesse Lombard
ID number:	0311245073086
Date of Birth:	24/11/2003
Residence:	50 Reenberg Road, Bishop Lavis
Citizenship:	South African
Race:	Coloured
Marital status:	Single
Drivers License:	In the process
Gender:	Male
Languages:	English, Afrikaans (read, write and speak fluently)

CAREER OBJECTIVES

I am a creative thinker in content creation and software development, particularly in web development. With a strong passion for video editing, visual storytelling, and coding, I excel at crafting engaging multimedia content and building innovative digital solutions. I seek opportunities to merge my expertise in video production and software development to create high-quality, immersive digital experiences that address real-world problems. Committed to continuous learning, I stay ahead of industry trends to drive impactful content and technology-driven solutions.

EDUCATIONAL QUALIFICATIONS & TRAINING

Secondary Level

School attended:

Parow High School

Highest Qualification:

Grade 12 (Date obtained: 2021)

Subjects completed:

English Home Language

Afrikaans 1st Additional Language

Mathematics

Computer Applications Technology

Life Orientation

Life Science

Physical Science

Tertiary Level

School attended:

CPUT District 6

Highest Qualification:

Diploma in ICT (currently Third Year)

Other training courses attended

- Golf Cart Training
- Minute Taking

Volunteer work

None

WORK EXPERIENCE

01/04/2022 – 31/01/2023

Department of Health Stikland Hospital

Intern: Asset Management

Duties/ Responsibilities:

Receiving of Assets:

- Receiving Assets
- Compare assets delivered to delivery note/ invoice, and if it is compliant to specification of the order in the (0-9 file).
- Verify delivered assets for damage, quality and quantity and is compliant with the order and what the end user has requested before any delivery is received.
- Damaged goods should not be accepted and return to supplier.

- Enquire with supplier with regards to any discrepancies on assets and services delivered.
- Receive the assets on the system to link unique number assets (RCRI).
- Make a copy of the order batch for audit trail and file documents.
- Dispatching documents to finance for payments.
- Update assets register when assets are received.

Effective maintenance of asset register:

- Ensure compliance with regards to Accounting Officer's Systems
- Marking of assets.
- Maintenance of ledger.
- Stock taking & Asset verification.
- Capturing balance adjustments (shortages and surplus) using selection BACP.
- Controlling movements of assets using selection BAMV.
- Allocating unique numbers.
- Printing labels and labelling assets, ensuring that all assets are correctly labelled.
- Printing RR032 Count Reports and handing them to all the officials in the allocated locations (BRRR).
- Printing RR032 Control Reports and doing the reconciliation of the Count Reports (BRRR).
- Reporting theft and losses.
- Capturing LOG 3 (Extraordinary receipt).
- Capturing LOG 2 (Extraordinary issue).
- Moving assets from and to different Locations using selection BAMV and physically.
- Receiving Gifts and Donations. Adding Non-Vendors on LOGIS (LSNV).

ICN Creation:

- ICN Creation on LOGIS System using selection LSLG.
- Liaising with LOGIS helpdesk via SharePoint for new ICN creations, to authorise new ledgers and the removal of discontinue dates on existing ICN's.

Effective disposal of assets:

- Assisting disposal committee in evaluation of condition of disposals.

- Submission to disposal evaluation committee.
- Disposal captured on Mainframe system (LOG 4 – BACP)
- Drafting of disposal minutes.
- Printing RQ13 & RQ14 for and after disposal (BRRR).
- Physical disposal.
- Update all asset files of all departments and wards as new assets come in.

Reporting/Additional

BAS/LOGIS Reconciliation Major & Minor Assets.

Disclosure Notes 39-40 Major & Minor Assets.

Knowledge of monthly Inventory Reporting

Gift & Donations Reporting

COMPUTER LITERACY/ SKILLS

MS Word, Excel, PowerPoint, Outlook
Computer Applied Technology (Grade 8&9)

MS Word, Excel, PowerPoint, MS Database, Html Basic Web Designing (CAT – Grade 10 till 12)

HTML, JAVASCRIPT, CSS, PHP, BOOTSTRAP, REACT, LARAVEL

System Knowledge

Logis:

Payment-Add, Edit, Pre-Authorize, Issue
Voucher capturing, Extra Ordinary Issue
Voucher (transfers) Capturing, Log 1


Mainframe:

RCRI, ENDO, ENAS, RCXO, BACP,
BAMV, AMMA, AMMU, BRRR, BRRP, LSNV, ENAH,
ENIN, ENAC, LSLG, ICIT, MGCP

REFERENCES / TESTIMONIALS

Parow High School

Mrs Kruger - Principle



**HOËRSKOOL
PAROW
HIGH SCHOOL**

h/v Voortrekkerweg & Tonerstraat
cnr Voortrekker Rd & Toner Street
Privaatsak/Private Bag X01
Parow-Oos/East 7501
Tel: (021) 939-4145
Fax: 086 299 3388
Email: info@parowhs.co.za

TESTIMONIAL

PERSONAL DETAILS:

NAME: Caleb Lombard

DATE OF BIRTH: 24/11/2003

A learner at this school from 2017-01-01 to 2021-12-31.

Highest grade attained: 11. Candidate for Grade 12 examination 2021

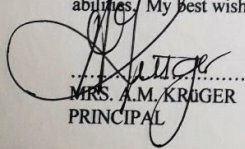
SUBJECTS OFFERED:

English Home Language	Mathematics
Afrikaans Eerste Addisionele Taal	Physical Science
Life Orientation	Computer Applications Technology
Life Sciences	

EXTRAMURAL ACTIVITIES: (No sport activities due to Covid 19)

School Attendance	Excellent	Social Relationships	Above Average
General Behaviour	Above Average	Communications Skills	Above Average
Co-operation	Above Average	Helpfulness	Above Average
Diligence	Above Average	Sense of Responsibility	Above Average
Loyalty	Above Average	Reliability	Above Average
Courtesy	Above Average	Leadership	Satisfactory
Self-discipline	Above Average	Initiative	Satisfactory
Appearance (Neatness)	Above Average		

I can strongly recommend Caleb for any position for which he has the necessary interest and abilities. My best wishes accompany him.



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MRS. A.M. KRUGER
PRINCIPAL

NOVEMBER 2021

Department of Health – Stikland Hospital

Maxine Abrahams (SAO:SCM)

021 940 4541

Maxine.Abrahams@westerncape.gov.za

Department of Health – Stikland Hospital

Moegamat Maker(SAC:SCM) - Mentor

021 940 8997



REPUBLIC OF SOUTH AFRICA

STATEMENT OF RESULTS / STAAT VAN UITSLAE
NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT

NOVEMBER 2021

CALEB JESSE LOMBARD

EXAMINATION NUMBER / EKSAMENNOMMER: 1210022280080
 ID NUMBER / ID NOMMER: 0311245073086
 DATE OF BIRTH / GEBOORTEDATUM: 20031124
 CENTRE / SENTRUM: (1002228) PAROW HS.

SUID-AFRIKAANSE POLISIEDIENS
SAPS BISHOP LAVIS
06 MAR 2025
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

(34) METRO NORTH WESTERN CAPE DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
ENGHL	English Home Language	71	6
AFRFA	Afrikaans First Additional Language	79	6
MATH	Mathematics	67	5
LIFE	Life Orientation	75	6
CATN	Computer Applications Techn.	74	6
LFSC	Life Sciences	69	5
PHSC	Physical Sciences	50	4
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The candidate qualifies for the National Senior Certificate and has met the minimum requirements for admission to bachelors' degree, diploma or other certificate study as gazetted for admission to higher education.

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NAME IN PRINT

HANDSIGNED
SIGNATURE

CHIEF DIRECTOR: ASSESSMENT AND EXAMINATIONS
HOOF DIREKTEUR: ASSESSEERING EN EKSAMENS

DATE / DATUM 2022/01/14

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

A NATIONAL SENIOR CERTIFICATE WILL BE FORWARDED TO THE SCHOOL.

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Conditions: Date of issue: 24 FEB 2021

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RSA

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FRIKAANSE POLISIEDIENS
SAPS BISHOP LAVIS

06 MAR 2025

COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE


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NOOMMER
ORGE NUMBER 70388987

NAAM IN DRUKSKRIF
NAME IN PRINT H. OUPHOF



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
LOMBARD

Names:
CALEB JESSE

Sex:
M


Nationality:
RSA

Identity Number:
0311245073086

Date of Birth:
24 NOV 2003

Country of Birth:
RSA

Status:
CITIZEN



Signature:
