



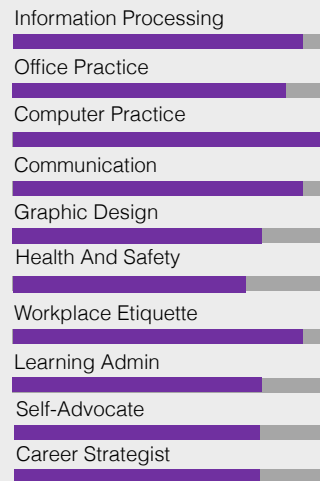
Paulina Celani Mathenjwa

D.O.B. 1987-09-26 | Single | Female

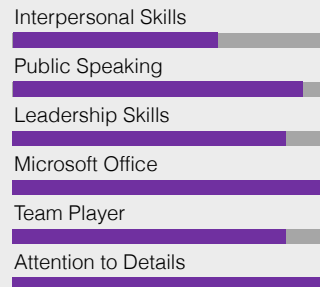
I have several years of experience in a variety of fields, including; management, office administrator and human resources management. In addition to my extensive office experience, I have strong communication, hard working, client service, administrative skills.

SKILLS

PROFESSIONAL SKILLS



PERSONAL SKILLS



CONTACT DETAILS

073 766 6837/073 181 5860
27pauleboneo@gmail.com

JOB EXPERIENCE

HR Manager Mediclinic in Plettenberg Bay Sep 2019 - Feb 2022

HR Management & General HR Duties
Hospital Secretary Duties
Technical Clerk Duties
Planning & Co-Ordinates Functions

Assistant HR Manager Mediclinic in George May 2017 - Sep 2019

General HR Clerk Duties
Meeting arrangements & detailed minutes
Planning & Co-Ordinates Functions
HR Manager's Dairy Management

Office Administrator Ontiretse Trading & Project CC Feb 2012 - Aug 2015

General Administration Duties
Client liaison, taking minutes of the meeting
Drafting Construction Plans based on Client's needs
Site visits on behalf of Business Owners
Monitoring Production on-site

EDUCATION

LinkedIn Learning | Advanced SQL for Data Science - Certificate 2022

Coursera | Graphic Design - Certificate 2022

LinkedIn Learning | Learning Admin - Certificate 2022

LinkedIn Learning | Self Advocate - Certificate 2022

LinkedIn Learning | Career Strategist - Certificate 2022

South Cape College Management Assistant N6 - Certificate 2017

Imizamo Yethu Secondary School - Matric Certificate 2004

EXTRA MURAL ACTIVITIES

Sports
Volunteering

REFERENCES

Ilse Sella-Rolando (Mediclinic) 044 803 2380
Dalena Boshoff (Mediclinic George) 044 803 2000
Gift Madiba (Ontiretsi Trading & Project CC) 067 003 3477
Stuurman Gumbi (South Cape College) 044 874 2360/078 021 2984

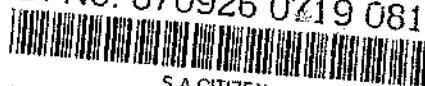
NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 870926 0219 081



S.A.CITIZEN

SURNAME

MATHENJWA

FORENAMES

PAULINA CELANI

COUNTRY OF BIRTH

SOUTH AFRICA

DATE OF BIRTH

1987-09-26



DATE ISSUED

2012-10-04

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

**CERTIFIED
TRUE COPY
OF ORIGINAL**

DRIVERS LICENCE
LAATSENSE YOKUSHAMELA
CARTÃO DE CONDUCÃO

SOUTH AFRICA

PC MATHENIWA

ID No: 02/8709260719081 **SEX: FEMALE**


Birth/Geboortedaag/ES/05/1987ZA **Restr./Beperkings/AB**

Exp./Eindtydperk/No: 601000020198 **Mat: 1**

Valid from/Valideer/10/03/2017 **Valid to/Valideer/09/09/2022**

Vehicle/Voertuig/2A

Vehicle cat./Voertuigkat./G1
Vehicle/Beperkings/0
Valid from/Valideer/09/09/2017



**CERTIFIED
 TRUE COPY
 OF ORIGINAL**

VEHICLE RESTRICTIONS
VEHICLE CATEGORY

VEHICLE CATEGORY
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B **C1** **125 cc**
C **EC1** **125 cc**
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EC **EC** **125 cc**

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UMALUSI



Council for Quality Assurance in General
and Further Education and Training

REPLACEMENT CERTIFICATE

issued to

NOMVULA PAULINA MATHENJWA

Identity number

8709260719081

Subjects the candidate passed and the symbols obtained:

isiXhosa : First Language
Afrikaans : Second Language
English : Second Language
History
Accounting
Aggregate

HG	D	50%-59%
HG	F	33,3%-39%
HG	E	40%-49%
SG	F	33,3%-39%
SG	F	33,3%-39%
S	S	720-949

Certificate awarded:

SENIOR CERTIFICATE

With effect from

December 2004

Chief Executive Officer

M.S. Rakometsi

This certificate is issued in accordance with Section 17(A) (b) of Act 58 of 2001 by Umalusi Council for Quality Assurance in General and Further Education and Training.



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REPUBLIC OF
SOUTH AFRICA

This certificate is issued without alteration or erasure of any kind

(See reverse for more information)

4304226



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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N4

MANAGEMENT ASSISTANT

AWARDED TO

MATHENJWA PAULINA CELANI

IDENTITY NUMBER

8709260719081

WITH EFFECT FROM

2016-07-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

OFFICE PRACTICE N4

COMMUNICATION N4

INFORMATION PROCESSING N4

COMPUTER PRACTICE N4 *

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



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SERIAL NUMBER

H 10573085



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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
**CERTIFICATE OF ACHIEVEMENT
N5**

MANAGEMENT ASSISTANT

AWARDED TO

MATHENJWA PAULINA CELANI

IDENTITY NUMBER

8709260719081

WITH EFFECT FROM

2016-12-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

OFFICE PRACTICE N5

COMMUNICATION N5

INFORMATION PROCESSING N5

COMPUTER PRACTICE N5 *

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations

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SERIAL NUMBER

H 10653139



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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

**CERTIFICATE OF ACHIEVEMENT
N6**

MANAGEMENT ASSISTANT

AWARDED TO

MATHENJWA PAULINA CELANI

IDENTITY NUMBER

8709260719081

WITH EFFECT FROM

2017-07-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

OFFICE PRACTICE N6

COMMUNICATION N6

INFORMATION PROCESSING N6

COMPUTER PRACTICE N6

Examination Officer

HIGHER EDUCATION

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trades and Occupations



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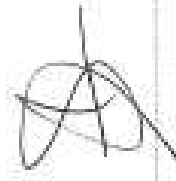
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LEADERSHIP ACADEMY CHANGE COMMITMENT

I, **Nomvula Mathenjwa**

HEREBY COMMIT TO EMBRACE THE MEDICLINIC CULTURE AND TO BE A LEADER BY EXAMPLE.



ATTENDER

27 MAY 2019

DATE



CEO

31 MAY 2019

DATE

BE MEDICLINIC



Legal Compliance Audit

Certificate

This is to certify that

PC Mathenjwa

successfully completing the
SHE Representative and
Incident Investigation Course

Dr Neels Barnardt

19 May 2021

Date



IRCA No: 1185081



Saiosh

South African Institute of
Occupational Safety and Health

SAIOSH Member No: 3758 5938



CONTINUING DEVELOPMENT

This is to certify that

Nomvula Mathenjwa

Has successfully completed the following workshop

Workplace Etiquette

Specific outcomes addressed:

- To be able to know mediclinic's values and mission
- To be able to use workshop etiquette in the workplace
- Build professionalism in the workplace
- Build positive working environment

Facilitator



D Pelser L&DF

Date

04/08/2017



LinkedIn LEARNING

Certificate of Completion

Congratulations, PAULINA CELANI MATHENJWA

Getting Started as a LinkedIn Learning Admin

Course completed on May 17, 2022 at 08:55AM UTC • 1 hour 3 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, appearing to read 'Dan Bodnity'.

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate Id: AevO8HpMbIolqINRM4IpG1t7GmQc



LinkedIn LEARNING

Certificate of Completion

Congratulations, PAULINA CELANI MATHENJWA

A Career Strategist's Guide to Getting a Job

Course completed on May 17, 2022 at 08:07AM UTC • 49 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink that reads "Dan Bodnity".

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate Id: AZjhXowSJXg7g-PcuMigOG0GPRRy



LinkedIn LEARNING

Certificate of Completion

Congratulations, PAULINA CELANI MATHENJWA

Being Your Own Fierce Self-Advocate

Course completed on May 09, 2022 at 04:09AM UTC

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, reading "Dan Bodnity".

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Program: PMI® Registered Education Provider | Provider ID: #4101

Certificate No: AW_Qfnplfi3ZDjI5ZdPfTmn_xdBM

PDUs/ContactHours: 1.00 | Activity #: 4101RVZZF1



May 8, 2022

Paulina Celani Mathenjwa

has successfully completed

Use Canva to Design Digital Course Collateral

an online non-credit project authorized by Coursera Project Network and offered through
Coursera

Stacey Shanklin-Langford

Stacey Shanklin-Langford
Subject Matter Expert
Freedom Learning Group

PROJECT
CERTIFICATE



Verify at:

<https://coursera.org/verify/WPWX6ZUZ7TRJ>

Coursera has confirmed the identity of this individual and their
participation in the project.



LinkedIn LEARNING

Certificate of Completion

Congratulations, PAULINA CELANI MATHENJWA

Project Management Foundations: Quality

Course completed on May 24, 2022 at 05:20AM UTC • 31 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, reading "Dan Bodnity".

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate Id: AedCkU4tnjQvT8JNEkE8XOxYL5t9



LinkedIn LEARNING

Certificate of Completion

Congratulations, PAULINA CELANI MATHENJWA

Project Management Foundations: Quality

Course completed on May 24, 2022 at 05:20AM UTC • 31 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, reading "Dan Bodnity".

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate Id: AedCkU4tnjQvT8JNEkE8XOxYL5t9