

PERSONAL DETAILS

Surname:	Malepa		
First Names:	Tswarelo Shireen		
Date of Birth:	1990-09-06		
Identity Number:	9009060595081		
Postal Address:	1625 Zambezi Country Estate 1715 kwadi street Montana Gardens		
Physical Address:	1625 Zambezi Country Estate		
Cell Phone No:	078 399 3453	E-mail	tshwarelo90@gmail.com
Gender:	Female		
Marital Status:	Single		
Nationality:	South African		
Home Language:	Sepedi		
Health:	Good		
Other Languages:	English and Tswana		
Dependents:	None		
Current Location	Pretoria		
Sector Experience	Office Administration Management		
Driver's Licence	C1/code10		
One word that describes me:	Self-starter		

EMPLOYMENT HISTORY (last 4 positions –most recent first)

Date	Company	Nature of Business	Location	Position
01 December 2019 to date	Standard Bank	Information Technology	Johannesburg	Intern-System Development
01 November 2018 to 31 May 2019	Electoral Commission (IEC)	Elections	Mogalakwena	Municipal Outreach coordinator(MOC)
01 February 2017- 31 January 2018	SAPS (Seshego)	Police Department	Polokwane	Supply Chain & Human Resource Management (Internship)
03 December 2015- 31 July 2016	Electoral Commission (IEC)	Elections	Mogalakwena	Democracy Education Facilitator(DEF)

EDUCATION (key qualification)		
Date	Qualification/Certificate	Institution
2014	National Diploma in Public Management	Tshwane University of Technology
2008	Matric	DR AMS Makunyane High School

HIGHER EDUCATION	
Institution:	Tshwane University of Technology
Course:	National Diploma : Public Management
Student No:	209233703
Duration:	2009- 2014
Subjects	Public Resource Management Public Information Services Public Office Management Public Decision-Making Public Service Delivery Self-Management Public Financial Management Public Information Practices Basic computer skills Public Human Resource management Fundamentals of Research Project Management Public Procurement & Logistics Management Policy Studies Intersectoral Collaboration Management Of Information Programme Management Practice Public Management Practice Public Human Resource Management
Status:	Completed

HIGH SCHOOL EDUCATION	
Institution:	DR AMS Makunyane High School
Highest Grade Passed:	Grade 12
Year:	01 December 2008
Subjects Passed:	English Afrikaans Sepedi Life Orientation Accounting Business Studies Economics

EXPERIENCE
<p>SUPPLY CHAIN: DUTIES</p> <ul style="list-style-type: none"> • Stationary Management (Issuing and Recording) • Updating Asset Registers monthly • Assisting with placing Orders for Stationary and Equipment for the Station • Fleet Management (Weekly Vehicles inspection and updating Vehicles Status) • Recording Monthly Returns of Vehicles on the system • Filling Monthly Returns of Vehicles
<p>HUMAN RESOURCE MANAGEMENT</p> <ul style="list-style-type: none"> • Receive, Register and Capture Application for Leave • Open and Update Personal files • Complete and Capture Transfers and Departure information on the Persap System on Personnel Records. • Administer and process service Termination • Filling Documents and Correspondence.
<p>ELECTORAL COMMISSION OF SA (IEC) MOC: DUTIES</p> <ul style="list-style-type: none"> • Planning , developing and conducting civic and voter education activities for communities • Managing 11 Democracy Education Facilitators(DEF) • Developing a network of educational support and liaise with organizations and stakeholders • Participating in electoral activities and projects • Keeping records(Including report writing) and maintaining administrative

systems(including correspondence, procurement, minutes of meetings)

- **Attending Meetings and taking minutes.**
- **Handling phone calls and emails.**

SKILLS AND COMPETENCIES

Leadership skills

Ability to analyze, problem solving and research

Computer literacy: MS Package competent

Strong work ethic and ability to function well in a team

Excellent time management

Good interpersonal skills

Work well under pressure and meet deadlines

Self-Motivation, drive and energy

REFERENCES

Institution	Contact Person	Position	Contact Numbers
Standard Bank	Thobeka	Mentor	078 224 9563
South African Police Service (SAPS)	Capt Boya	Mentor	015 223 9311
Electoral Commission (IEC)	Sello Kgageng	Office Supervisor	015 491 7973/082 745 7484
Tshwane University of Technology	Mr Ndou	Lecturer	083 235 3607