

THAPELO MAPHOTHOMA

@ maphothomathapelo@gmail.com

0712338403

444 Moloto Street Zithobeni 1024



Experience

Vezulwazi Primary School

25 jan 2021 - 30 aug 2021

Data Capture

- Maintaining school database on SA-SAMS (registering new learners, assigning subjects, capturing of marks and day-to-day attendance).
- Assist teachers with work done through microsoft office.
- Typing question papers and cover pages.
- Welcoming parents to the school and sending them to classrooms and taking their requests.
- Capture term marks of learners.
- Printing progress reports for learners and remove letters.
- Setting up virtual meetings.
- Do print works.
- Answer phone calls and take requests made to the school.
- Write emails and send progress summaries of the school for each term to head office.

Department of Home Affairs

5 jan 2023 - Currently

Indexer

- Attend to enquiries and perform online (Meeter Greeter) verification in NPR.
- Print/issue service ticket and re-activate abandoned ticket.
- Process applications of smart card and passports.
- Capture clients personal details and select place of collection for their documents.
- Accept and scan all documents from applicants
- Process collections of smart card and passports.
- Insert smart card in card stand to retrieve card data and match fingerprint.
- Request override exceptions on biometrics.
- Ensure that the client sign on the mouse pad
- Monitor the live capture photo booth in the Department.
- Capture digital photograph of the applicant
- Capture digital signature of the applicant with the prescribed equipment.
- Take full set fingerprints with the black fingerprint ink for ammendments and LRB purposes.
- Complete forms for birth registration.



Education

Dan Kutumela Secondary School

2016

Matric

Tshwane University of Technology

2022

Information Technology

National Diploma



Reference

ME Maja - Vezulwazi Primary School

Administrator

0129436307

T Thipe - Department of Home Affairs

Supervisor

0745113650



REPUBLIC OF SOUTH AFRICA

SUID-AFRIKAANSE POLISIEDIENS

COMMUNITY SERVICE CENTRE

2024-06-05

BRONKHORSTSPRUIT

SOUTH AFRICAN POLICE SERVICE

Replacement National Senior Certificate

Issued to

THAPELO SIMANGALISO LESEGO MAPHOTHOMA

Identity number 9810145672088

Exam number 8162113590080

Subject

isiZulu Home Language
English First Additional Language
Mathematics
Life Orientation
Geography
Life Sciences
Physical Sciences

%
66
64
50
77
65
63
50

Achievement

level

5
5
4
6
5
5
4
*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2016

M. S. LAKONETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

0614000

(See reverse for more information)



Mahlongi
We empower people
INATHEATCOI TUDIB...

**Tshwane University
of Technology**

NATIONAL DIPLOMA

**INFORMATION TECHNOLOGY
(COMMUNICATIONS NETWORKS)**

Awarded to

THAPELO SMANGALISO LESEGO MAPHOTHOMA


217365945

1998-10-14

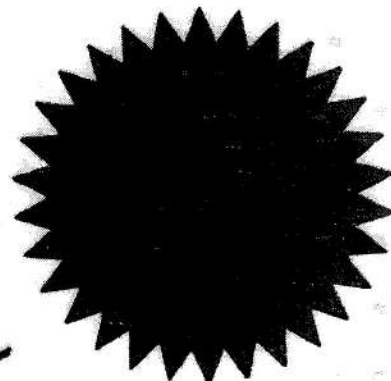
Having complied with the
Requirements of the Act and Statute

2022-02-01

ND125615


Vice-Chancellor and Principal
On behalf of Council and Senate


Registrar



Thapelo Maphothoma

has successfully completed the requirements to be recognized as



COMP001022572591

CANDIDATE ID

July 30, 2024

CERTIFICATION DATE

July 30, 2024

RENEWAL DATE

July 30, 2027

EXPIRATION DATE

A handwritten signature in black ink.

TODD THIBODEAUX, PRESIDENT & CEO

Code: 4EFTTS8RGFQQ1L9L

Verify at: <http://verify.CompTIA.org>