CURRICULUM VITAE

OF

THABANG NICOLINE SIMELA

**PERSONAL DETAILS**

SURNAME : SIMELA

MAIDEN NAME : MOSIKILI

FIRST NAMES : THABANG NICOLINE

DATE OF BIRTH : 15 JANUARY 1990

IDENTITY NUMBER : 900115 0493 08 0

RESIDENTIAL ADDRESS : 2543 TSHIAME C

HARRISMITH

9880

CELLPHONE NUMBER : 079 9275 269

E-MAIL ADDRESS : mosikilit@ymail.com

GENDER : FEMALE

MARITAL STATUS : MARRIED

HEALTH : EXCELLENT

HOME LANGUAGE : SESOTHO

OTHER LANGUAGES : ENGLISH & ISIZULU

NATIONALITY : SOUTH AFRICAN

DRIVERS LICENCE : NOT YET

**EDUCATIONAL QUALIFICATION**

HIGH SCHOOL ATTENDED : SASAMALA SECONDARY SCHOOL

HIGHEST GRADE PASSED : GRADE 12 (2007)

SUBJECTS PASSED : SESOTHO 1ST LANGUAGE HG

ENGLISH 2ND LANGUAGE HG

ACCOUNTING SG

BUSINESS ECONOMICS SG

ECONIMICS SG

**TERTIARY QUALIFICATIONS**

NAME OF INSTITUTION : BYTES PEOPLE SOLUTIONS

QUALIFICATION : NATIONAL CERTIFICATE TECHINICAL SUPPORT

NQF LEVEL : 4

NAME OF INSTITUTION : BYTES PEOPLE SOLUTIONS

QUALIFICATION : NATIONAL CERTIFICATE SYSTEM SUPPORT

NQF LEVEL : 5

EXIT LEVEL OUTCOME

* USE A LOGICAL METHODOLOGY TO TROUBLESHOOT THE COMMON TYPES OF HARDWARE AND SOFTWARE PROBLEM TYPICALLY ENCOUTERED IN A DAY-TO-DAY OPERATIONS OF DEPARTMENTS IN ANA ORGANISATION.
* UNDERSTAND THE ROLE OF TECHNOLOGY IN THE BUSINESS CONTEXT
* DEMONSTRATE BASIC APPLICATION SUPPORT SKILL
* DEMONSTRATE OPERATING SYSTEM SUPPORT SKILL
* DEMONSRATE NETWORK SUPPORT SKILL
* RELATE BUSINESS PROBLEMS AND INDORMATION TECHNOLOGY SOLUTIONS
* DEMONSTRATE APPROPRIATE TECHNICAL REPORT SKILL
* DEMONSTRATE APPROPRIATE CUSTOMER CARE IN THE CONTEXT OF IT SUPPORT

NAME OF INSTITUTION : MALUTI FET COLLEGE (N4-N6)

COURSE : NATIONAL CERTIFICATE BUSINESS MANAGEMENT N4

MODULES CAPLITED : FINANCIAL ACCOUNTING

ENTERPRENEURSHIP & BUSINESS MANAGEMENT

SALE MANAGEMENT

COMPUTER PRACTICE

COURSE : NATIONAL CERTIFICATE BUSINESS MANAGEMENT N5

MODULES CAPLITED : PUBLIC RELATIONS

ENTERPRENEURSHIP & BUSINESS MANAGEMENT

SALE MANAGEMENT

COMPUTER PRACTICE

COURSE : NATIONAL CERTIFICATE BUSINESS MANAGEMENT N6

MODULES CAPLITED : MARKETING COMMUNICATION

ENTERPRENEURSHIP & BUSINESS MANAGEMENT

SALE MANAGEMENT

COMPUTER PRACTICE

**WORK EXPERIENCE**

CURRENT EMPLOYER : LEHLASEDI DISTRIBUTORS

POSITION : GENERAL RECEPTIONIST & CASHIER

MAIN DUTIES

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| - STATIONERY/PAPER: ORDERING - RECEIVING/DIRECTING CLIENTS TO SALES DEPARTMENT - PETTY CASH ADMINISTRATION - HANDLING OF ALL INCOMING/OUTGOING FAXES AND MAIL - ASSIST CREDIT CONTROLLER WITH DEBTOR/CREDITOR ENQUIRIES & ADMINISTRATION - HANDLING OF WAGES ON VIP [PAYROLL](http://www.indeed.co.za/cmp/Herholdt's-Lighting/jobs/General-Receptionist-0fca78776c75b46f) - FILING/SENDING CREDIT APPLICATIONS ON BEHALF OF LEHLASEDI DISTRIBUTORS - DATA CAPTURING DURING STOCK TAKE - PERSONAL ASSISTANT TO CREDIT CONTROLLER - REMITTANCE ADVICE/DEBTORS’ STATEMENTS - REQUESTING INVOICES/CREDIT NOTES/STATEMENTS FROM SUPPLIERS - COPY & FAX/SCAN ALL DEBTORS CORRESPONDENCE - REPORT ALL OFFICE MALFUNCTIONING EQUIPMENT/DEVICES - GENERAL SECRETARIAL OFFICE DUTIES: TYPING LETTERS, SCANNING DOCUMENTS, SENDING MAILS, CREATING FILES AND FILING INDIVIDUALS’ DOCUMENTS |
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EMPLOYER : KGETHATSEBO/ KHETHULWAZI SCHOOL

POSITION : ADMIN CLERK (VOLUNTARY)

PERIOD : 2 YEARS

MAIN DUTIES : SA SAMS DATABASE

RECORDING OF MARKS (SAMS)

CAPTURING LEARNERS (SAMS)

ORDERING STATIONERY

PHOTO COPYING

ANSWERING TELEPHONE

FILLING

TYPING QUESTION PAPERS

INTERACTING WITH PARENTS

REASON FOR LEAVING : STUDY PURPOSE

**REFERENCES**

NAME : MR J MOSIKILI

CELL NUMBER : 072 539 6414

COMPANY : LEHLASEDI DISTRIBUTORS

NAME : XOLOISANE NDLOVU

CELL NUMBER : 073 307 8558

COMPANY : BYTES PEOPLE SOLUTIONS

NAME : PHILISELE MALINGA

CELL NUMBER : 072 875 3688

COMPANY : KGETHATSEBO CLERK

**DECLARATION**

I SOLEMNLY DECLARE THAT THE INFORMATION RENDERD ABOVE IS CORRECT IN EVERY RESPECT

SIMELA TN