

## *Erika Du Plessis*

---

Street Knoppies Doring 4  
PO Box 932  
Kahtu  
8446

Date of Birth: 13/10/1979  
Age: 36  
Citizenship: SA  
Marital Status: Married

Telephone: 053 739 3066  
Cell Phone: 083 739 1171  
Email: Erika.duplessis@angloamerican.com

---

My purpose in life, is to be the best I can be in everything I do.

---

### Educational achievements:

#### High School

(1998) Matriculated at Kathu High School

#### Tertiary

(2000) Metro Training College  
➤ Diploma – Executive Secretarial (Fin)

#### Other courses done:

(2007) Sap R/3 Basic Plant Maintenance Course  
Basic First Aid

(2010) Step  
Fire Fighting  
Microsoft Windows XP 2003  
Microsoft Excel 2003 Level 1  
Microsoft Word 2003 Level 1  
Microsoft PowerPoint 2003 Level 1  
Du Pont – Journey to Safety

(2012 - 2014) Fast Track

(2015) A1.2

### Employment History

(1999) Au – Pair Germany

(2001 – 2002) Secretary Protector Medical Services, Kathu  
➤ Stock take, bookings & bookkeeping

(2002 – 2005) Secretary Kuruman Panel beaters  
➤ Client support, order supplies, issue quotations and invoices, Tax

(2005 – 2007) Sales Assistant MTN, Kuruman  
➤ Order supplies, stock take, client support

(2007 – current)

Planning Assistant

*Kumba Iron Ore, Kathu*

➤ Current Responsibilities:

- Assist in ordering of parts
- Issue job cards, notifications and orders
- Keep foreman up to date with outstanding or in process job cards
- Keep track of material availability
- Capturing of man hours
- Scheduling and re-scheduling of job cards, courses & Rooikaart
- Job card inputs in SAP
- Timesheet inputs in Sap
- Filing
- Assist in Reco follow-up
- Assist in updating of Sheq files
- Update liner life on Mine suit

Interests:

I love cooking, reading and camping.

I always try to keep myself focused and positive in life. That's when things happens in life and that motivates me.

Reference:

Mr. FV Ellis (Senior planning SEP)

- 053 739 3149

Mr. P De Klerk (senior planning Jigs)

- 053 739 2540

[illegible]

REPUBLIC OF SOUTH AFRICA / REPUBLIQUE D'AFRIQUE DU SUD  
Country code / Code du pays  
Passport No / No du passeport  
A04773324

Country code / Code du pays

ZAF

Sumama / Nom

Sumama / Nom  
DU PLESSIS  
(Prénoms)

Given names / Prénoms

ERIK  
Nationality / Nationalité

SOUTH AFRICA  
Date of birth / Date de naissance  
21 1979

Date of birth / Date of birth  
13 OCT 1979  
Place of birth

13 OCT 1972  
Sex / Sexe  
Place of birth  
7AE

Sex / Sexe  
ZAF  
de delivery

Date of issue / Date de délivrance: 2015

Date of issue / Date de  
22 JUN 2015  
Date de p...

22 JUN 2022  
Date of expiry / Date d'expiration  
JUN 2022

Date of expiry  
21 JUN 202

REPUBLIQUE D'ITALIE  
Passport No / No du passeport

Passport No 773324

FRICAINE

FRICAINE  
Identity No / No d'identité  
043002408

7910130024089

Authority / Autorité

Authority / Autorité  
DEPT OF HOME AFFAIRS  
Holder's signature / Signature du titulaire

DEPT / OF THE  
Holder's signature / Signature du titulaire

PAZAFDU<PLESSIS<<ERIKA<<<<<<<<<<<<<<<<<<<<<<<<<<  
A047733248ZAF7910133F25062187910130024089<48

DRIVING LICENCE  
BESTUURSLISENSIE  
CARTÁ DE CONDUÇÃO  
E DU PLESSIS

SAAG  
ZA

SOUTH AFRICA

ID No. 02/7910130024089

Birth/Gesboorte 10/10/1979

Licence/Lisensie 117200005242

Valid/Deilig 15/01/2015 - 15/01/2020

Issued/Litgereik

Code/Kode

veh. restr./Voertuigbeperkings

First issue/ eerste uitreiking

FEMALE

Restr./Beperkings No. 1

0

EB  
0  
15/01/2000



South African  
Certification Council



Suid-Afrikaanse  
Sertifiseringsraad

# SENIOR CERTIFICATE SENIOR SERTIFIKAAT

Awarded to / Toegeken aan  
**ERIKA COETZEE**

Identity number

7910130024089

Identiteitsnommer

Subjects passed / Vakke geslaag

Afrikaans : First Language / Eerste Taal  
English : Second Language / Engels : Tweede Taal  
Mathematics / Wiskunde  
Physical Science / Natuur- en Skeikunde  
Biology / Biologie  
Accounting / Rekeningkunde  
Aggregate / Groototaal

HG	D	50%-59%
HG	D	50%-59%
SG	D	50%-59%
SG	F	33,3%-39%
SG	F	33,3%-39%
SG	C	60%-69%
	S	950-1199

\*\*\*\*\*

\*\*\*\*\*

ENDORSEMENT  
None

ENDOSSEMENT  
Geen

With effect from

December/Desember 1998

Met ingang van

Executive Officer

*J. Gality*

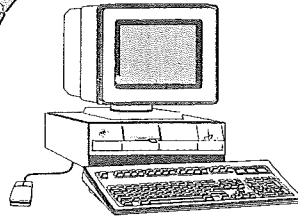
Uitvoerende Beampte

This certificate is issued without alteration or erasure of any kind

Hierdie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard

990 7602 4035 S

METRO TRAINING



COLLEGE cc.

CK 95/13071/23

REGISTERED WITH: NCBTS, APCSA, PITMANS, PRISA

# Diploma

This is to certify that

**ERIKA COETZEE**

I.D. Number

7910130024089

**Has successfully completed the training course and  
passed the prescribed internal examination in  
EXECUTIVE SECRETARIAL (FIN)**

INTRODUCTION TO PC  
WINDOWS '98  
MS WORD '00  
MS EXCEL '00  
MS OUTLOOK '00  
MS POWERPOINT '00

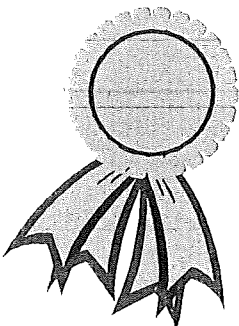
INTERNET  
AUDIO TYPING  
BUSINESS ENGLISH  
OFFICE PRACTICE  
BASIC BUSINESS ENGLISH

KEYBOARD TYPING N3  
RECEPTIONIST/TELEPHONIST  
BUSINESS COMMUNICATION  
MS WORD ADVANCE '00  
MS EXCEL ADVANCE '00  
SECRETARIAL OFFICE TECHNIQUES

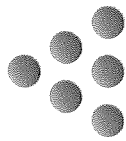
**Duration:** 1 YEAR

**Date:** 23-11-2000

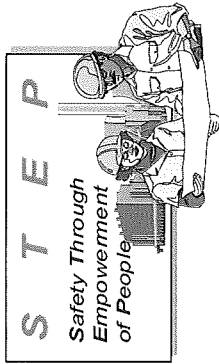
**Certificate No.:** KT 00/01/116



**Training Manager**



**KUMBA IRON ORE**



## KUMBA IRON ORE

### CERTIFICATE OF ATTENDANCE

Awarded to

**E. Coetzee**

*I.D. No. : 791013 0024 089*


Training course

### SAFETY THROUGH EMPOWERMENT OF PEOPLE (STEP)

Date : 26 July 2007

Certificate no : 0199/07

Signed

  
TRAINER FOR STEP CC

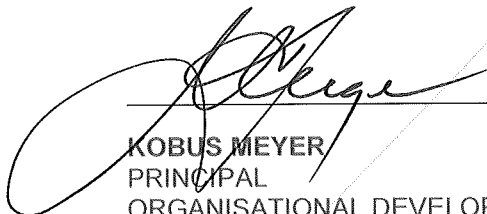
In recognition that

**E DU PLESSIS**

ID NR 7910130024089

**Successfully completed the Basic Management Programme**

**26 July 2013**

  
**KOBUS MEYER**  
PRINCIPAL  
ORGANISATIONAL DEVELOPMENT  
SISHEN IRON ORE CO (PTY) LTD

**CERTIFICATE NR : BMP658**



*This is to certify that*

**ERIKA DU PLESSIS**

---

*Has successfully attained competency in*

**Acting With Integrity**

---

Completed on: 12 Apr 2016

Certificate ID: 515DFE805FA50AEE108C7E344450E6BB