



# Tshwane University of Technology

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## Academic Transcript

Issuing Institution : Tshwane University of Technology PROD141

Name : MPISANE SILUNGILE KWANELE

Student Number : 214100738

Identity Number : 9505260456081

FINANCIAL MATHEMATICS IV

MACRO ECONOMICS IV

SECOND SEMESTER (JUL-DEC)

FINANCIAL MANAGEMENT IVB

FINANCIAL OPERATIONS IV

WIL IN FINANCIAL MANAGEMENT IV (SIMULATION)

Date Of Birth : 26-MAY-1995

82 PASS WITH DISTINCTION

76 PASS WITH DISTINCTION

62 PASS

61 PASS

68 COMPLETE

National Level	National Credit
07	12.00
07	12.00
07	12.00
07	12.00

I hereby declare that  
MPISANE SILUNGILE KWANELE  
was a registered student at this university during the above mentioned  
years and that his / her conduct was satisfactory.

REGISTRAR

09-FEB-2022

\*National Level Key

6 - National First Degrees, National Diploma

12 - Advanced Diploma, Bachelors Degree 360 or 480, Postgrad Certificate

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TSHWANE UNIVERSITY  
OF TECHNOLOGY

2022-02-09

STUDENTEDIENSTE  
STUDENT SERVICE



**Tshwane University  
of Technology**

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Academic Transcript

Issuing Institution : Tshwane University of Technology PROD141

Name : MPEISANE SILUNGILE KWANELE

Student Number : 214100738

Identity Number : 9505260456081

Date Of Birth : 26-MAY-1995

Year : 2018 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL

Annual Result :

YEAR (JAN-DEC)	72 PASS
ADMINISTRATIVE MANAGEMENT I	70 PASS
BUSINESS MANAGEMENT I	70 PASS
COMMUNICATION I	76 PASS WITH DISTINCTION
THE PERSONNEL FUNCTION	
FIRST SEMESTER (JAN-JUN)	61 PASS
FINANCIAL ACCOUNTING IA	
SECOND SEMESTER (JUL-DEC)	69 PASS
FINANCIAL ACCOUNTING IB	

Year : 2019 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL

Annual Result :

YEAR (JAN-DEC)	86 PASS WITH DISTINCTION
ADMINISTRATIVE MANAGEMENT II	70 PASS
QUANTITATIVE TECHNIQUES I	
FIRST SEMESTER (JAN-JUN)	89 PASS WITH DISTINCTION
END-USER COMPUTING IA	53 PASS
FINANCIAL ACCOUNTING IIA	62 PASS
FINANCIAL MANAGEMENT IIA	
SECOND SEMESTER (JUL-DEC)	96 PASS WITH DISTINCTION
END-USER COMPUTING IB	71 PASS
FINANCIAL ACCOUNTING IIB	73 PASS
FINANCIAL MANAGEMENT IIB	

Year : 2020 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL

Annual Result :

YEAR (JAN-DEC)	87 PASS WITH DISTINCTION
ADMINISTRATIVE MANAGEMENT III	

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**TSHWANE UNIVERSITY  
OF TECHNOLOGY**

2022-02-09

**STUDENTEDIENSTE  
STUDENT SERVICE**





# Tshwane University of Technology

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## Academic Transcript

Issuing Institution : Tshwane University of Technology PRODI41

Name : MPISANE SILUNGILE KWANELE

Student Number : 214100738

Identity Number : 9505260456081

ORGANISATIONAL EFFECTIVENESS I

FIRST SEMESTER (JAN-JUN)

FINANCIAL MANAGEMENT IIA

TAXATION IA

SECOND SEMESTER (JUL-DEC)

WORK-INTEGRATED LEARNING

FINANCIAL MANAGEMENT IIB

TAXATION IB

Date Of Birth : 26-MAY-1995

79 PASS WITH DISTINCTION

72 PASS

72 PASS

COMPLETE

70 PASS

71 PASS

This student qualified for

NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL

on 09 APRIL 2021 and it was formally awarded on 18 JUNE 2021.

Academic Achievement : PASS

Year : 2021 ADVANCED DIPLOMA IN ADMINISTRATIVE MANAGEMENT

National Qualification ID : 97937 Credit : 120

National Level : Advanced Diploma, Bachelors Degree 360 or 480, Postgrad Certificate (07)

Designator : NOT APPLICABLE

Qualifier : ADMINISTRATIVE MANAGEMENT

Annual Result :

Year : 2021 ADVANCED DIPLOMA IN FINANCIAL MANAGEMENT

National Qualification ID : 111430 Credit : 120

National Level : Advanced Diploma, Bachelors Degree 360 or 480, Postgrad Certificate (07)

Designator : NOT APPLICABLE

Qualifier : FINANCIAL MANAGEMENT

Annual Result :

YEAR (JAN-DEC)

INVESTMENT ANALYSIS AND MANAGEMENT IV

PORTFOLIO MANAGEMENT IV

FIRST SEMESTER (JAN-JUN)

FINANCIAL MANAGEMENT IVA

National Level National Credit

07 24.00

07 24.00

National Level National Credit

07 12.00

62 PASS

65 PASS

59 PASS

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TSHWANE UNIVERSITY  
OF TECHNOLOGY

2022-02-09

STUDENTEDIENSTE  
STUDENT SERVICE



WISSEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKHIF) IS VAN 'N OORSPRONKELIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELEEF IS. WISSEER VERDER DAT, VOLGENS MY WAARNEMINGS, DIT 'N WARE AFDRUK OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT IS.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR JUDICIAL PURPOSES. I CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR ALTERATION WAS NOT MADE TO THE ORIGINAL DOCUMENT.



SOUTH AFRICAN POLICE SERVICE	
COMMUNITY SERVICE CENTRE	
2023 -11- 08	
EMBALENHLE SAPS	
SOUTH AFRICAN POLICE SERVICE	

HANDTEKENING/SIGNATURE

NOMMER 7047055-3 RANG Sglt

IN DRUKSKRIF D G Nkomo

**Tshwane University  
of Technology**

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# NATIONAL DIPLOMA

**ADMINISTRATIVE MANAGEMENT: FINANCIAL**

Awarded to

**SILUNGILE KWANELE MPISANE**

214100738

1995-05-26

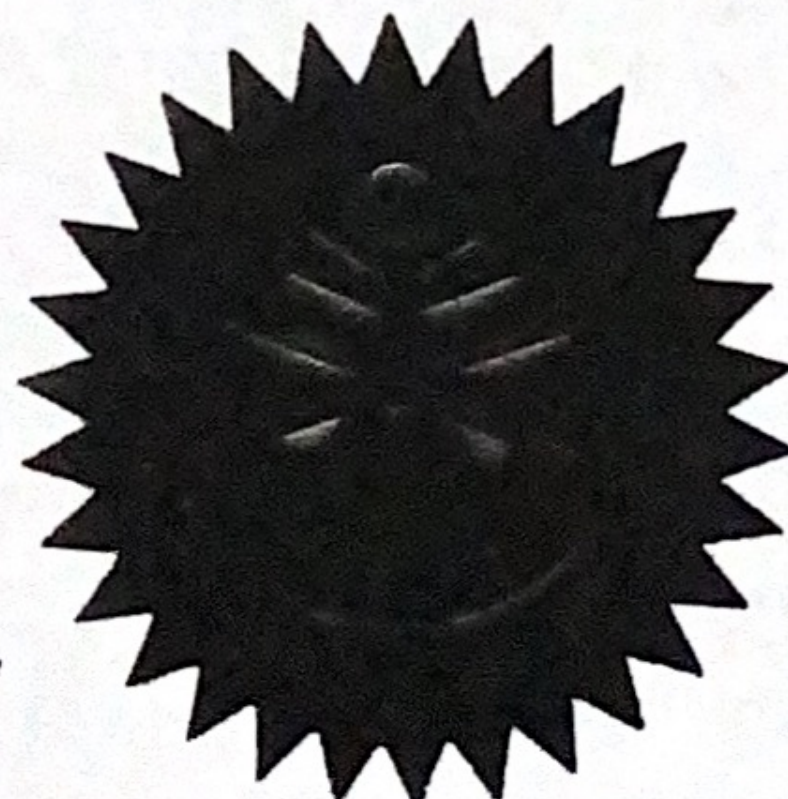
Having complied with the  
Requirements of the Act and Statute

2021-04-09

ND113725

Vice-Chancellor and Principal  
On behalf of Council and Senate

Registrar







**Tshwane University  
of Technology**

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**Certification Management Office**  
Enquiries phone: 012 382 4818

Student number: **214100738**  
Delivered by eMail: [naledimpisane17@gmail.com](mailto:naledimpisane17@gmail.com)

09 June 2022

MISS SK MPISANE  
P O BOX 26477  
MARINA BEACH  
4281

Dear MISS MPISANE

**TO WHOM IT MAY CONCERN**

This is to confirm that **SILUNGILE KWANELE MPISANE**, date of birth **26-MAY-1995**, has met all the prescribed requirements for the awarding of the **ADVANCED DIPLOMA IN FINANCIAL MANAGEMENT**, with effect from **04-FEB-2022**.

**Please note:**

If your account is in arrears, you will not receive a certificate during the graduation ceremony and your academic record will be blocked and no certificate verification will be done. Please call Student Accounts at 086 110 2421 to request your outstanding amount.

If the address above is incorrect, follow these steps to do the corrections:

1. Go to [www.tut.ac.za](http://www.tut.ac.za), click on **Online registration**,
2. Log into the system, click on **Graduation**,
3. Click on **Communication detail** and **Address validation**.

The University uses English as the primary official language of teaching, instruction, communication and documentation.

Kind regards

for REGISTRAR

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EK SERTIFIEER DAT WERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIEF) IS VAN DIE OORSPRONKELIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELEE IS. EK SERTIFIEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYKING OF VERANDERING OF DIE OORSPRONKELIKE DOKUMENT AANGEKOMME IS.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HAND SIGNED SIGNATURE

MAGSNOMMER / FORCE NUMBER **749678** RANG / RANK **Csf**

NAAM IN DRUKSKRIF / NAME IN PRINT **Naledi**



SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIEF) IS VAN  
E OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VERGEE  
EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR GEEN  
WISSING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT GEMAAK  
WAS IS NIE.

CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY)  
OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION.  
I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT  
OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.



REPUBLIC OF SOUTH AFRICA

AGSNOMMER  
ORCE NUMBER

7047055-3

RANG  
RANK

Sgt

NAAM IN DRUKSKRIF  
NAME IN PRINT

# National Senior Certificate

Awarded to

Silungile Kwanele Mpisane

Identity number 9505260456081

Subject	%	Achievement level
English Home Language	45	3
IsiZulu First Additional Language	85	7
Mathematical Literacy	52	4
Life Orientation	71	6
Accounting	46	3
Geography	40	3
Life Sciences	38	2
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to 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 2012

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

130 8988 2026 J



UMALUSI



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

3927181

(See reverse for more information)



## **Motivational letter**

I am applying for the above position you have advertised on your website. I firmly believe that my education, skill set, intensive training, expertise, and my qualifications will make a valuable asset to your organization. Receiving this opportunity will boost my self-confidence, knowing that not only I completed a very important task but also took the responsibility of creating a foundation of getting more closer to my career goals. I would appreciate if you consider my credentials as presented in the copy of my attached CV/Resume

I currently hold an **NQF 7 FINANCIAL MANAGEMENT (CFA) QUALIFICATION**. I'm excited about the possibility of joining your organization as an Intern and gain more experience at the relevant field. Persuading a career in Financial Management has been one of my dreams and I always had a passion of it because I believe in contributing to the legitimate and ethical objectives of the organization and the Accounting and Finance profession.

During my time at NJM HEAT TREATMENT & NDE SERVICES doing administrative and finance it was very challenging but I managed to complete all my tasks, met all deadlines for all duties I was given on that period, I was also part of the team that did system descriptions, walkthroughs, identifying risks, reviewing controls, and reviewing policies and procedures that were in place to ensure that the company processes are effectively managed, risks are mitigated and the company continue to survive in a long run.

Prioritizing might not be easy, but I believe I'm able to work under a lot of pressure under a challenging working environment and I have strong problem-solving skills that can helps the organization reach its objectives. I had difficulties dealing with prioritizing, but I have worked towards it, and I have improved I'm doing better. I'm a team player, good in working with people and easy to work and communicate with so I will be glad if I will be given this opportunity to work with good, experienced leaders.

***Teamwork divides the task and multiplies the success.***

I'm looking forward to hearing from you!!

**Kind regards**

Mpisane Silungile Kwanele

**068 507 8179**

ntombenhlempisane95@gmail.com

Date of Birth

1995/05/26

Contact

Phone:0685078179

Email:ntombenhlempisane95@gmail.com

Address: 6183 Lefokotsane Street  
Windmill Park  
Boksburg  
1459

Languages

English  
Zulu  
Xhosa  
Tswana (Intermediate)

Ref  
Ms A Mazibuko – Site Agent  
(071 6298 560)

Ref  
Mr R.B Govender BAP(SA)  
(067 0760 626)

Ref  
Ms B Sibisi – Admin  
Manager (084 022 2061)

### Skill Highlights

Risk analysis  
Problem solving skill  
Attention to detail  
Trustworthy  
Integrity  
Analytical thinking

Microsoft (including excel)  
Communication Skills

### EDUCATION

**ADVANCE DIPLOMA – FINANCIAL MANAGEMENT(CFA)**  
Completed 2022 – Tshwane University of Technology

**NATIONAL DIPLOMA – ADMINISTRATIVE MANAGEMENT FINANCIAL**  
Completed 2021- Tshwane University of Technology

**NATIONAL SENIOR CERTIFICATE - Grade 12 (Matric)**  
Completed DEC 2012 – Merlewood Secondary School

### EXPERIENCE)

**NJM HEAT TREATMENT & NDE SERVICES(PTY) LTD– Financial Administrator**  
(01 August 2023 – 30 September 2023)

- Schedule appointment and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Preparing timesheet for company.
- Maintain and update Charts of Accounts.
- Maintain various bank accounts records and reconcile bank accounts.
- Answer phone calls and attend clients.

**Administrator Intern – Ndlovukazi Yakwazulu Women FSC (01 July 2022– 31 May 2023)**

- Filling and Checking of daily reports
- Client interaction and solving queries
- Performing work according to QuickBooks And Mambu system
- Ensuring compliance
- Reconciliation of daily reports
- Generating Balance sheet and Profit and Loss Comprehensive
- Capturing the customers information on the system
- Create and maintaining filling system both electronical and hard copy.
- Collate and distribute mails
- Prepare communications such as memos, emails, invoices, reports and other correspondence.

### **NOTE**

➤ I'm open to be considered in any of the following options/fields

- Banker
- Finance Clerk
- Finance Admin
- Finance Accountant
- Admin
- Clerk/cashier
- Teller /consultant
- Banker/Consultant
- Analyst
- Invoicing Clerk
- Consultant