

CURRICULUM
VITAE
OF
SETHEPELE
RAMAWELA



**CURRICULUM VITAE
OF
RAMAWELA SETHEPELE REGINA**

PERSON DETAILS

SURNAME : RAMAWELA
FIRST NAME : SETHEPELE REGINA
IDENTITY NUMBER : 7511290332 088
DATE OF BIRTH : 29 NOVEMBER 1975
PHYSICAL ADDRESS : FLAT 25 LEMNOS HOUSE
: 86-88 PRESIDENT STREET
: GERMISTON
: 1401
CONTACT NUMBER : 083 864 5443/ 064 332 4118
HOME LANGUAGE : NORTHERN SOTHO
OTHER LANGUAGE : ENGLISH, AFRIKAANS & SETSWANA
NATIONALITY : SOUTH AFRICAN
HEALTH STATUS : EXCELLENT
MARITAL STATUS : MARRIED
DEPENDANT : THREE (3)
EMAIL : reginam@fnf.co.za

EDUCATIONAL QUALIFICATIONS

LAST SCHOOL ATTENDED : MP MAMABOLO HIGH SCHOOL
SUBJECT GRADE PASSED : GRADE 12 (MATRIC)

TERTIARY QUALIFICATIONS

INSTITUTION : RIT .T. TRANING
SUBJECTS PASSED : CALL CENTER
: CUSTOMER SERVICE
: COMMUNICATION INTERVIEW

INSTITUTION : QUEST COMPUTER SKILLS
SUBJECT PASSED : DATA CAPTURING

INSTITUTION : I.T INTELLECT
SUBJECT PASSED : EXCEL LEVEL 1 &2

INSTITUTION : STELLENBOSCH TECHNOLOGY
SUBJECT PASSED : BUSINESS COMMUNICATION
HUMAN RELATION
MARKETING MANAGEMENT
ECONOMICS

INSTITUTION : QUEST COMPUTER SKILLS
SUBJECT PASSED : BOOK-KEEPING
: CREDITORS
DEBTORS
PASTEL

WORKING EXPERIENCE

COMPANY NAME TNT EXPRESS WORLDWIDE

POSITION DATA CAPTURER

DUTIES CAPTURING INVOICES

BATCHING INVOICES

PERIOD JANUARY 2004 TO JAN 2006

REASON FOR LEAVING PROMOTED

COMPANY NAME TNT EXPRESS WORLDWIDE

POSITION DATA CAPTURER SUPERVISOR

DUTIES CAPTURING ALL INVOICES

SCANNING AND BATCHING

CREATING AND UPLIFTING OF FLIGHTS.

PERIOD JANUARY 2006 TO APRIL 2009

REASON FOR LEAVING RETRENCHED

COMPANY NAME FAST N FURIOUS DISTRIBUTION

POSITION DATA CAPTURER

DUTIES CAPTURING INVOICES

PERIOD 2 MARCH 2010

REASON FOR LEAVING PROMOTED

COMPANY NAME FAST N FURIOUS DISTRIBUTION

POSITION CREDITORS CLERK

DUTIES LOG NEW CUSTOMERS ON SYSTEM

SEND CREDIT APPLICATION FOR NEW CUSTOMER

RECEIVE CREDIT APPLICATION FROM SUPPLIERS

MANAGE THE BBBEE ADMIN

INVOICING

RECONCILIATION

REMITTANCE

PULL THRU TO SAP

PURCHASE ANALYSIS

CREATE PURCHASE ORDER AND CUSTOMER
INVOICES

MANAGE STOCK MOVEMENT

DURATION

02 JANUARY 2013 TILL NOW

REFERENCES

COMPANY NAME

TNT EXPRESS

CONTACT PERSON

MAUREEN MONAGENG

CONTACT NUMBER

011 437 3300

COMPANY NAME

FAST N FURIOUS

CONTACT PERSON

VIRGINIA PETERSON

CONTACT NUMBER

010 060 8227 / 082 553 0621

South African
Certification Council



Suid-Afrikaanse
Sertifiseringsraad

SENIOR CERTIFICATE
SENIOR SERTIFIKAAT

Awarded to / Toegeken aan

SETHEPELE REGINAH LETSOALO

Identity number

7511290332088

Identiteitsnommer

Subjects passed / Vakke geslaag

Northern Sotho : First Language
Afrikaans : Second Language / Tweede Taal
English : Second Language / Engels : Tweede Taal
Biology / Biologie
Geography / Aardrykskunde
Aggregatz / Groototaal

HG	E	40%-49%
HG	E	40%-49%
HG	F	33,3%-39%
SG	F	33,3%-39%
SG	F	33,3%-39%
	S	720-949

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[Signature]

NUMBER 7172604-7

ENDORSEMENT/DRUKKE No. 1 PRINT

ENDORSEMENT/Geen

SOUTH AFRICAN POLICE SERVICE
GERMISTON
2016-07-23
GERMISTON
SOUTH AFRICAN POLICE SERVICE

With effect from DECEMBER/DESEMBER 1995

Met ingang van

Executive Officer

F. Leahy

Uitvoerende Beampte

This certificate is issued without alteration or erasure of any kind.

Hierdie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard.

960 9984 3535 V



0235059

RIT I.T TRAINING CERTIFICATE OF ACHIEVEMENT

This is to certify that

MOGASHOA REGINA

Has successfully completed the course:

1. CALL CENTRE
2. CUSTOMER SERVICE
3. INTERVIEW TECHNIQUES
4. COMMUNICATION SKILLS

Date 2003-06-19

[Signature]
Sign CEO

[Signature]
Sign Lecturer

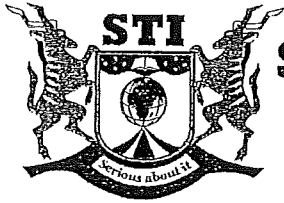
SOUTH AFRICAN POLICE SERVICE
GERMISTON
2016 -07- 23
GERMISTON
SOUTH AFRICAN POLICE SERVICE

EK SERTIFISEERDAT
DIE OORSPRONKLIKE DOKUMENT
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WYSIGING OF VERANDERING OF DIE OORSPRONKLIKE DOKUMENT
BRING IS NIE.

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[Signature]

717760457 CB
DUMINI K.C.



STELLENBOSCH TECHNOLOGY UMALUSI
INSTITUTE

Umalusi Accreditation No.
FET 00627 PA

Reg No. 2009/007/228/7
Dep of Education file No.
39/2/18/805

Certificate

This is to certify that

Sethepele Regina Mogashoa

Student Number
STI - BM - 09/09

Signature

751129 0332 08 8

NAME IN PRINT...
SERIAL...
RANK...
HANDTEKENING/SIGNATURE
RANG...
SERIAL...
RANK...
SERIAL...
RANK...

HANDTEKENING/SIGNATURE

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SOUTH AFRICAN POLICE SERVICE
GERMISTON
2016-07-23
GERMISTON
SOUTH AFRICAN POLICE SERVICE

She successfully completed a one-year Certificate course in.

Business Management

Lecturer

Head of Department

15 June 2009
Date

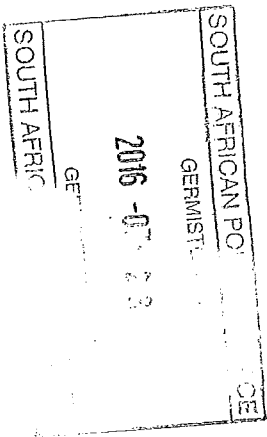
18579141 121571198151
Certificate Number

This is to Certify that

Regina Mogashoa

Has Successfully Completed

MS Excel 2003 Basic



07 September 2007

Dated

Facilitator's Signature

BRY 6830

Student Number

Dave Morrison
Facilitator's Name

EK SERTIFIKAT VAN OORSAKLIKHEIT
DIE OORSAKLIKHEIT DOELSTREKING
IS. EK SERTIFISEER VERDER DAT WEN
LAYSING OF VERANDERING OP DIE OORSAKLIKHEIT
BYING IS NIE.

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HANDTEKENING/SIGNATURE

MAGDONOMMER: 3172604-7 RANG: CM
LEWDER: 3172604-7 RANG: CM

TEKSKRIF: DAMINI EK

This is to Certify that

Regina Mogashoa

Has Successfully Completed

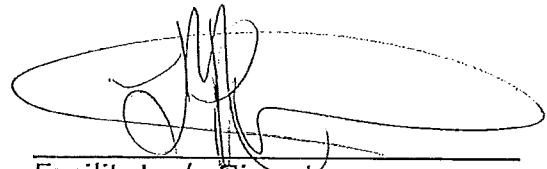
Microsoft Office Excel 2003 Level 2

18 July 2008

Dated

BRY11021

Student Number




Facilitator's Signature

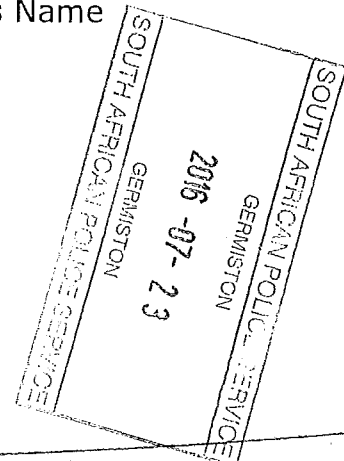
Maarten Wilken

Facilitator's Name

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRIUK (AFSKRYF) VAN 'N OORSPRONKLIKE DOKUMENT WAT AAN MY VERWAGERS TOEGESTELDE IS. EK SERTIFISEER VERDER DAT, VOICHEPSAN WAGERS TOEGESTELDE, GEEN WYBESPREKING OF VERHANDERING OP DIE OORSPRONKLIKE DOKUMENT GEDRUK IS.

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HANDTEKENSIGNEER (SIGNATURE)
NOMMER 7172604-7 RANG CBT
Diamantke



Certificate

For a Basic Course in Data Capturing

Part Time

8 November 2003 - 29 November 2003

awarded to

Sethepele Regina Mogashoa

751129 0332 08 8

on

1 December 2003

Typing: Alpha Numeric

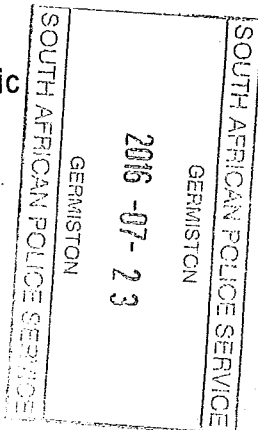
Speed & Accuracy

15 wpm 99 %

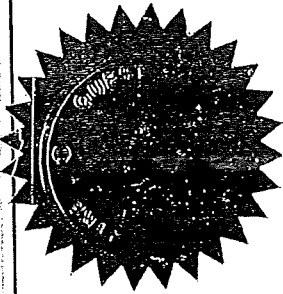
Keystrokes: Numeric

Speed & Accuracy

77 kpm 99 %



M. J. R.
Training Manager



Quest

COMPUTER SKILLS CENTRE

Certificate

Bookkeeping & Pastel Partner V 14 Module 2

7 May 2016 - 2 July 2016

awarded to

Sethepele Regina Ramawela

751129 0332 08 8

on

2 July 2016

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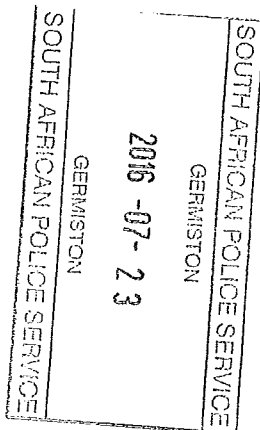
Signature

Subjects Completed:

- ◆ Manual Bookkeeping
 - Bookkeeping
 - Creditors
 - Debtors
- ◆ Pastel Partner

90 %

52 %



Signature

Training Manager

PASTEL ACCOUNTING

Authorised Training Centre



QUEST
Computer Skills Centre

