CURRICULUM VITAE OF

MONYELEOTE MAPHUKHUTHLWANE ASHEAN

PERSONAL DETAILS

Surname : Monyeleote

Name : Maphukhutlwane Ashean

ID Number : 9708035938082

Date of birth : 03 August 1997

Postal Address : 1552 Mofokeng street

Chloorokop

Edenvale

1624

Nationality : SA Citizen

Contact Details : 066 175 7292

Driver's Licence : Code 10

Email Address : asheanthepro@gmail.com

Languages

Language	Speak	Write	Read
Tshivenda	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Sepedi	Good	Fair	Fair
Isizulu	Fair	Fair	Fair

EDUCATIONAL BACKGROUND

1. Secondary Education

School : Madaheni Combined

Highest Grade : 12

Subjects

Subjects	**Grade**	**Symbol**
Tshivenda HL	71	6
English FAL	55	4
Mathematical Literacy	40	3
Life Orientation	62	5
Agricultural Sciences	37	2
Geography	45	3
History	48	3

Date of completion: December 2016

2. <u>Tertiary Education</u>

(i) Institution : Pretoria Technical College

Qualification : National Diploma in Policing

Modules

- Police Law 1
  - Applying principles of law of evidence;
  - Applying provisions of the Criminal Procedure Act;
  - Applying the general principles of Criminal Law;
  - Investigation 1: Conducting preliminary investigations;
  - Attend to an incident; and
  - Investigate a crime or incident function in a team; Police Law 2
  - Apply basic financial procedures to Public Finance Management Act principles; - Apply Human Rights in a policing environment;
  - Demonstrate understanding of occupational health and safety legislation in the workplace;
  - Communication: Communicate at an advanced level and maintaining interpersonal relations, Interpret and manage conflicts within the workplace;
  - Apply the principles of ethics to a business environment;
  - Service Delivery: Manage service delivery improvement;
  - Manage the implementation of organisational strategies, policies and plans in a Public Sector environment.

- Administration and Communication
  - Administer a case file; and
  - Present evidence in a court of law

- Intelligence Manage Informers
  - Manage informers;
  - Manage crime intelligence practices;
  - Perform witness support activities Investigation 2: Conduct an investigation interview;
  - Handle suspects in the investigation Personal Management: Demonstrate an understanding of stress and the application of performance management.
- Road Traffic Management
- Service Delivery and Document Management
- Human Resources Management
  - Lead and manage teams of people;
  - Manage workplace relations
  - Manage the induction of new staff;
  - Enhance the performance of employees;
  - Manage human resources processes for a public sector organisation;

- Document Management Systems: Optimise the utilisation of information systems to improve service delivery;
- Manage inventory, conduct evaluations, inspections and visits for the purpose of assessing compliance and ensuring improvement of service;
- Manage Operations: Plan and implement operations, analyse tactical options for crowd management;

- Manage tactical operations, demonstrate understanding of crime prevention;
- Manage the operations of a Community Service Centre (CSC), Manage the prevention of crime.

• Manage crime prevention & investigation
  - Manage crime investigation processes for solving of crime; and
• Operational police management

Date of completion: 07 December 2018

(ii) Institution : Tshwane North College

Qualification : Legal Secretary N4

Modules

- Office practice
- Communication
- Information processing
- Computer practice

Date of completion: 01 December 2019

(iii) Institution : Limptech computer training centre

Qualification : Computer Diploma

Subjects

- Introduction to PC
- Microsoft package (Word Excel and PowerPoint)
- Access internet & Email

Date of completion: August 2016

(iv) Institution : Mahafha Security Training

Qualification : Security Grade C

Date of Completion : 22 January 2025

WORK EXPERIENCE

1. **Position** : Administration Clerk(E-Cadre)

Employer : Department of Education Vhembe District Municipality (Madaheni Combined High School)

Duties

- Offer Information and Communications Technology (ICT) Technical support to teachers and learners.
- Update operating system software and applications;
- Charge and keep all schools' Information and Communications Technology (ICT)equipment safe.
- Receiving emails
- Making copies and print outs
- Submitting weekly attendance to circuit electronically (email) - Assist teachers with all the administration work

Duration : 2 February 2023 to 31 September 2023

Reason for leaving : Contract expired

2. Position : Census Field Worker

Employer : Statistics of SA Duties

- Conduct interviews with individuals to collect census data
- Follow census procedures and protocols in collecting and recording data
- Verify data for accuracy and completeness
- Ensure confidentiality and security of data
- Conduct follow-up interviews as necessary to obtain missing or incomplete data
- Counting residents
- Capturing their details in the database device - Submitting work allocated to the supervisor

Duration 7 February 2022 to 31 May 2022

Reason for leaving : Contract expired

3. Position : Field Consultant

Employer: Into Tab Technologies

Duties

- **Making sales**
- **Promoting mobile devices**
- **Reaching weekly targets**

Duration : 1 June 2021 31 August 2021

Reason for leaving : Casual Contract expired

4.Position : Cashier

Employer: Shoprite Group Companies (Arcadia Pretoria)

Duties

- **Managing transactions with customers using cash registers**
- **Scanning goods and ensuring pricing is accurate**
- **Redeem stamps and coupons**
- **Cross-sell products and introduce new ones(Promoting mobile devices)**
- **Resolve customer complaints, guide them and provide relevant information**
- **Greet customers when entering or leaving the store**
- **Maintain clean and tidy checkout areas**
- **Track transactions on balance sheets and report any discrepancies**
- **Bag, box or gift-wrap packages**
- **Handle merchandise returns and exchanges**
- **Reaching weekly targets**

Duration : 1 June 2020 to 31 May 2021

Reason for leaving : Casual contract expired

SKILLS

- **Communication (written and verbal)**
- **Computer literacy ;**
- **Customer Service ;**
- **Good interpersonal;**
- **Able to manage time effectively;**
- **Ability to work both alone and in a team;**
- **Ability to work under pressure;**
- **Awareness of health and safety procedures;**
- **Reading skills for following instructions;**
- **Integrity and honest ;**
- **Good Communication and literacy.**

TRAININGS AND WORKSHOPS ATTENDED

Institution : Harambee Youth Employment Accelerator

Certificate : Introduction to word processor (introduction to spreadsheet, word

Processing and PowerPoint)

Duration : 24 to 26 June 2019

REFERENCES

1. **Name : Ms Musekwa Mantshadi**
   Institution : Department of Education
   Designation : Senior Teacher
   Contact Number : 071 351 4624

2. **Name : Ms Codlycia**
   Institution : Statistics of South Africa (Head office Pretoria)

Designation : Field Supervisor
Contact Number : 0817854193 / (012) 336 0161
Email address :HRdatabaseregistration@statssa.gov.za

3. **Name : Ms Phasha Mathlodi**
Institution : Shoprite Group Companies
Designation : Front Admin Manager
Contact Number : 0720179899